



MIDDLE GEORGIA REGIONAL LIBRARY

EMPLOYMENT OPPORTUNITY *Reference Librarian*

Summary:

Middle Georgia Regional Library invites you to apply for the position of Reference Librarian. The Reference Librarian is a vital team member in fulfilling the Library's mission "to connect all people to the information necessary to improve their lives through excellent services and materials."

Additional information:

Under the general supervision of the Head of Reference, the Reference Librarian provides general and specialized reference assistance to public library patrons. This position is expected to have knowledge of the library collection, resources (both electronic and print), library policies, and procedures. This position will contribute to collection development, programming, compiling user guides, collection of statistics, and positive overall user experience.

The successful candidate will have experience and/or knowledge of a variety of library services and activities. The position requires a high degree of flexibility to produce services that are relevant and accessible to each segment of the population that we serve. They will build community relationships and contribute to community goals.

This position will enjoy significant support to attain these goals at Middle Georgia Regional Library with an enthusiastic and committed staff of professionals, management, and paraprofessionals.

Essential duties and responsibilities include the following. Other duties may be assigned.

Furnishes information on library activities, facilities, rules, and services.

Explains and assists in use of reference resources, such as book and periodical indexes, to locate information.

Describes or demonstrates procedures for navigating the public access catalog and electronic resources.

Answers queries on complicated reference subjects, including formulating and processing online search requests.

Provides instruction and actively participates in the development and design of classes on use of the library and its resources.

Provides instruction and actively participates in the development and design of classes on computer skills.

Assembles and arranges displays of books and other library materials.

Helps organize and maintain reference materials.

Compiles bibliographies and develops library user guides, both printed and electronic.

Assists in reference collection development, including planning and promoting electronic information resources and services.

Helps catalog and classify reference materials.

Required qualifications:

- Master's degree in Library or Library and Information Science from an ALA-accredited university, or ability to obtain MLS/MLIS within one year after date of hire.
- Experience working with the public.

Salary:

- Starting at \$42,000, with an MLS/MLIS.

Our Community:

Middle Georgia Regional Library is anchored in Macon, Georgia. Macon is a vibrant community that values education, lifelong-learning, and is highly invested in library service. The community has a rich history, incredible architecture, stunning southern charm, and a soulful musical heritage. The city is home to 5 colleges and universities, 6 museums, sports teams, Ocmulgee National Monument, and numerous parks and festivals. Macon has all of the benefits of a large city with a small town cost of living.

To apply:

E-mail resume, cover letter, contact information for three references, and MGRL employment application (found at bibblib.org/employment) to jobs@bibblib.org.

Incomplete applications will not be considered.

Applicants who are not selected will not receive notification.

First review of applicants is Monday, August 16, 2021 at 12:00 PM.