

Full-Time Information Services Librarian Job Posting

The Sharon Public Library seeks an enthusiastic, collaborative, and tech-savvy individual to join the Adult Services Department as full-time Information Services Librarian, under the general direction of the Head of Adult and Technology Services and the Library Director. The ideal candidate will have excellent communication skills, the ability to work both independently and as a team player, and enjoy working with patrons in a diverse community. This is an excellent opportunity to become involved a broad range of public library activities including programming, marketing, reference, technology, collection development and strategic planning. The Library recently moved to a spacious new building offering new technology, study and meeting rooms, and new opportunities for engaging with our community!

Duties include assisting patrons in the use of library resources including online databases and applications, emerging technologies, and reader's advisory services. Provides training and assistance to patrons in the use of computer equipment, devices, and applications. Performs technology-related tasks including troubleshooting hardware and software. In coordination with Adult Services staff and the Library Director, manages the Library's website including access to databases and other digital resources. Plans, organizes and conducts adult programming with an emphasis on technology; promotes programs and library resources on library platforms. Participates in collection development as assigned. Other responsibilities may include grant writing and participating in strategic planning.

This is a full-time union position working 37.5 hours per week, including one evening and every other Saturday. Requires a Master's degree in Library and Information Science from an ALA-accredited college or university. Three to five years of professional experience in Adult Services/Reference librarianship in a public library is preferred. Experience in maintaining and troubleshooting library computers, e-readers, and networking equipment is required. Supervisory experience required. Experience in developing and coordinating adult programming in the library and within the community in coordination with the Director and other Adult Services staff.

Salary: \$29.81 with increases in 10 steps per SEIU 888 contract

Closing date: until filled

To apply for this position, please send resume, cover letter, and a list of three professional references to Library Director, Lee Ann Amend at lamend@sharon.ocln.org.

6-11-25