

The Wadleigh Memorial Library in Milford, NH has an immediate opening for a full time professional Reference & Adult Services Librarian.

Job Description: This welcoming and customer-service oriented professional Librarian will provide reference and adult services in a busy public library setting and will support overall library operations as described below. Must have a working knowledge of modern library policies, procedures, methods and practices. Must be thoroughly familiar with basic reference sources and research techniques; database and online reference sources, Internet, computer applications and library system software (familiarity with Polaris or comparable ILS a plus). The ideal candidate should have public library & supervisory experience, be energetic, self-motivated, able to work under pressure and with only general supervision. *Must have MLS from an accredited Library School or have comparable work experience and be pursuing degree (in which case MLS degree should be completed within 4 years).*

Primary duties and responsibilities:

Except as specifically noted, the following functions are considered essential to this position:

- Primarily responsible for Adult Services including reference, reader's advisory, collection maintenance & development, program planning & implementation and outreach services.
- Assists library users in locating and obtaining information and materials.
- Assists at the circulation desk checking materials in and out of the library using automated circulation system.
- Works closely with and assists the Head of Reference and the Town IT Director in managing the library's wifi, staff & public access computer networks. This includes - but is not limited to - troubleshooting, installing updates, and administering a time and print management software system for our public pcs.
- Assists in compiling statistics including - but not limited to - circulation, database use, pc and wireless use.
- Assists in maintaining the library's online presence - including website and social media accounts.
- Keeps abreast of and utilizes current technologies in support of information services, including but not limited to database & internet searching and use of social media and software applications.
- Participates and represents the library in local and regional professional activities.
- Participates in and represents the library in community relations activities.
- Serves as a supervisor in the absence of other designated personnel.
- Enforces Library rules and regulations.
- Familiarity with and support of Library Bill of Rights and NH Privacy laws (patron confidentiality).
- Performs any and all other related duties as needed.

The Wadleigh Memorial Library is a happening place with a positive workplace culture and a future renovation/expansion project in the works. The town of Milford, known as the "Granite Town" in the granite state of NH, is located approximately an hour northwest of Boston, MA and within 20 miles of both Nashua and Manchester, NH. Residents enjoy the

great outdoors with nearly 1000 acres of designated town forest land and a myriad of hiking & biking trails. Milford has a population of 15,366 and the Library is located right off "The Oval"—a historic, bustling town center filled with restaurants, shops & businesses all surrounding the town's bandstand.

This position reports to the Head of Reference and Adult Services. Full time is 40 hours per week as scheduled and includes one evening per week, Saturdays in rotation, two 3.5-4.5 hour shifts at the circulation desk, and occasional Sunday hours. Minimum annual salary begins at \$43,950. Compensation is commensurate with experience and includes a benefits package.

TO APPLY: Applicants should

1) send or email a statement of their interest and qualifications, resume, and three references to:

Betsy Solon, Library Director
Wadleigh Memorial Library
49 Nashua Street
Milford, NH 03055
director@wadleighlibrary.org

2) complete an online application at <https://milfordnh.applicantpro.com>

Deadline: May 10, 2019 or until position is filled.