

Librarian Job Opening at the Athenaeum

Position Description: Librarian
FLSA Classification: Non-exempt
Reports to: Athenaeum Director

Summary:

The Librarian collaborates with members of the Library Services Team to bring high quality information services, programs, and technology support to patrons of the Athenaeum. The Library Services Team consists of two Librarians, the Youth Services Librarian, the Associate Librarian and the part time IT Coordinator.

This is a 30 hour per week position which will include two evenings per week until 7:00 pm and every Saturday. Start date is March 1, 2017.

Essential Duties and Responsibilities:

- Collection development, including ordering, cataloging, and weeding of the adult collection.
- Full responsibility for Inter-library loan program.
- Reference, circulation and technical assistance services to patrons.
- Co-creation of publicity for library programs and services.
- Active participation in Library Services Team meetings.
- Contribution to Athenaeum library policies, programs and strategic planning,
- Ability to work effectively with children, teens, and adults.
- Ability to work with other libraries and organizations such as GMLC and VLA.
- Other tasks as assigned by the Athenaeum Director.

Supervisory Responsibilities: None

Required Education and Experience:

MLS or MLIS preferred. Candidates with a Bachelor's Degree, VT Department of Libraries Certification and at least three full years of library experience in lieu of MLS/IS will be considered.

- Knowledge of KOHA ILS and report functions, and Inter-library loan practices strongly preferred.
- Knowledge of current library practices.
- Competence in small team membership and small team leadership.
- Fluent technology skills using Microsoft Office. Social media skills desirable.
- Excellent organizational, leadership and interpersonal skills.

Application Process:

Please send a cover letter, résumé, and three references to Athenaeum Director Robert Joly at bjoly@stjathenaeum.org with *Librarian Application* as the subject line. No phone calls or paper applications. Open until filled.

We conduct criminal background checks on all new hires. The St. Johnsbury Athenaeum is an equal opportunity employer, and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.