**GOVERNMENT SERVICES LIBRARIAN**

**Vermont Department of Libraries**

**Apply online at State of Vermont:**

<http://humanresources.vermont.gov/careers/search-and-apply-jobs>

**Job Description**

Read Complete Job Specifications <http://humanresources.vermont.gov/staffing/classification/job-specifications?code=220804>

The Vermont Department of Libraries (VTLIB) seeks a skilled and motivated Government Services Librarian. The successful candidate will provide general information/research to state employees, including needs assessment, outreach, direct service and marketing. Marketing activities such as arranging and leading instructional sessions for Vermont state employees both in person and online are required. The incumbent will perform collection development and collection management of print, databases, and other e-resources to support reference service and the information needs of state employees.

The Government Services Librarian will gather, analyze, and report data, write reports, and conduct assessment and evaluation of activities. This position will manage interlibrary loan for the department. That will include supervision of program staff and evaluation of processes both in the department and statewide.

This position will interact with various library organizations throughout the state and will work to improve collaboration and effectiveness of these groups.

The successful candidate will have an ability to engage and motivate others through instruction, management, and effective program design, while maintaining attention to detail.

This position is dynamic and varied. The incumbent will be a key part of the Department of Libraries.

**Experience, and Skills**

Knowledge of professional library principles, practice, techniques, systems, procedures, theory, and trends, and library literature related to public libraries.

Ability to teach workshops, classes, and webinars, and ability to plan and develop instructional programs and resources.

Ability to perform Interlibrary Loan services using OCLC software.

Comprehensive knowledge and experience in providing professional reference service.

Experience as a reference librarian in a large public library, academic library, or government library.  
  
Experience with supervisory principles and techniques.  
  
Extensive technical skills, including good command of standard office software, social media, Internet searching, and library information technology.

Good organizational and time management skills, and ability to handle frequent interruptions and manage multiple projects and deadlines.

Ability to handle confidential information, and uphold principles of privacy and intellectual freedom.  
  
Ability to communicate effectively orally and in writing.

Working knowledge of and experience using demographics and other data, assessment and measurement tools, and assessment protocols.

Ability to design and administer research-based programs.  
  
Ability to establish and maintain effective working relationships with co-workers, associates, state employees, and public officials, and work as part of a team to plan and coordinate consulting and professional development activities for state employees.

Ability to form successful partnerships and collaborate with governmental agencies, non-profit-organizations, and other groups.

The Department of Libraries is based in Montpelier, Vermont, located about 40 miles southeast of Burlington. Vermont has 183 public libraries; most of which serve small and rural communities with populations less than 5,000. Vermont is a progressive and innovative state with a population of 626,000 and is known for its robust farmer’s markets, beautiful landscape, outdoor recreation, fine colleges and universities, and strong sense of community. The Department of Libraries is embarking on a new strategic plan and the Government Services Librarian will work closely with a team of library professionals. This is a great opportunity to help shape the future of Vermont libraries!

**Education**

Master's degree in library science from an institution accredited by the American Library Association AND two (2) years or more library experience after the degree, or a minimum of two years of professional experience prior to the degree and two years after the degree.

OR

Master’s degree or higher in library science from an institution accredited by the American Library Association AND one (1) year or more of post degree library experience.

**Preferred Qualifications**

Public library, academic library, or government library experience.

Supervisory experience.

For more information, using the subject line “Government Services Librarian,” contact: [LIB.Contact@vermont.gov](mailto:LIB.Contact@vermont.gov)

**Job Code: 220804**

**Pay Plan:** Classified

**Pay Grade:** 24 (starting at $23.89/hour)

**Application Deadline:** June 22, 2017

**To Apply:** Online State of Vermont application required, with these additional documents: resume, cover letter addressed to the State Librarian, and a professional writing sample (no longer than 3 pages).