



REFERENCE LIBRARIAN

University City Public Library is hiring! If you have a passion for working with the community, assisting those needing help with new technology, and creatively solving problems, please apply. UCPL serves a highly diverse, civic-minded, eclectic population and enjoys tremendous community support. Our facility is currently in the middle of a full-scale renovation, making it an exciting time to join us as we explore new ways to be of service, while continuing to offer one of the finest standalone library collections in metro St. Louis and an array of lifelong learning and entertainment opportunities for patrons.

Schedule: Part-time, including regular Sunday hours, as well as Saturdays on a rotating basis

Reports to: Head of Adult Services

Education: MLS from an ALA-accredited program, or an MLS in progress

Pay: starting at \$22.63-per hour for MLS; starting at \$18.04 for MLS in progress

Essential Job Duties:

- answer patron questions at a busy reference desk while monitoring activity throughout the building
- serve as building supervisor during evening and weekend shifts
- evaluate electronic and web-based reference services
- teach Internet, computer, and library skills to patrons
- troubleshoot computer problems
- provide readers' advisory service
- other related work as needed

Required Competencies:

- excellent oral and written communication skills, including public speaking
- ability to multi-task
- firm knowledge of current and emerging library trends
- creative problem-solving skills

General qualifications for all library employees:

- *Commitment to the library's mission and goals*

- *Knowledge of and/or ability to quickly learn Dewey Decimal system*
- *Ability to file numerically and alphabetically*
- *Ability to follow written and oral instructions and communicate effectively in English*
- *Ability to work without supervision once trained*
- *Strength and agility to maneuver heavy book carts, bend and reach, and lift library materials*
- *Ability to establish and maintain effective working relationships*
- *Ability to work cooperatively with public*
- *Ability to exercise good judgment*
- *Ability to use basic office equipment: telephone, fax, e-mail, copier*
- *Honesty, punctuality, accuracy, ability to maintain confidentiality*
- *Ability to pass a criminal background check*
- *One-year probationary period*

Essential physical abilities to be accomplished with or without reasonable accommodation:

- *Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees*
- *Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports, and related materials in both electronic and hard copy form*
- *Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials*
- *Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations, and to attend Library district, community, and public meetings at various locations*
- *Ability to lift up to 40 pounds; push and pull carts weighing up to 200 pounds; bend, stoop and reach shelving from floor level to 6 feet high; and stand or walk for at least 1 hour at a time*
- *Tolerance for dust and mold which permits the employee to work with books and other library materials, as well as work in older buildings*

TO APPLY: Stop by the library and get an application from the front desk, download a PDF copy from the library website at www.ucitylibrary.org/employment/ or contact humanresources@ucitylibrary.org to receive an application and complete job description via email. Please include resume and cover letter with application.

Equal Employment Opportunity Employer University City Public Library is proud to be an affirmative action and equal opportunity employer and will continue to recruit, hire, promote, train, and develop into all job levels without regard to race, color, age, sex (including pregnancy, gender identity and sexual orientation), religion, national origin, genetic information or disability. In recognition of the essential rights of all employees and applicants as individuals, it is the policy of the University City Public Library to recruit, hire, train, develop, and promote in all job classifications without discrimination to achieve equality in employment practices. The Library does not discriminate based on race, color, national origin, gender, religion, sexual orientation, age, or disability. It is also

the policy of the Library to act affirmatively in those areas where societal discrimination has denied equality of opportunity, particularly where under-representation exists. Special emphasis will be placed upon recruiting qualified minorities, women, veterans, and disabled individuals.