

JOB VACANCY # JV 2022-72 Librarian II

THE POSITION OF: Librarian II

DEPARTMENT OF: Library

CLASSIFICATION: AFSCME 2763 – Professional

STARTING PAY RATE: \$52,641.44 Annually, 37.5 hours/week (Per CBA)

POSTING DATE: December 28, 2022

Qualified candidates **must submit an application and resume at www.readingpa.gov** under Employment Opportunities. Questions – Please email jobs@readingpa.gov.

The primary function of this position is meeting the information and instruction needs of library customers by answering questions, assisting with computer use and digital content, developing collections in a variety of formats, and collecting and maintaining reference statistics. Works closely with library administration to deliver adult programs and outreach services.

POSITION SUMMARY:

Typical job duties may include but are not limited to:

- Performs reference services
- Participates in all phases of collection development in a variety of formats
- Provides instructional classes for customers and staff
- Creates reports as needed and recommends policy changes
- Plans and provides adult programs
- Participates in the activities of professional and community organizations
- Advises in budget recommendations
- Provides outreach to the community
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Educational Requirements

- Master's Degree in Library Science or Information Science from an ALA-accredited library school is required

Experience

- Three years professional library experience, or an equivalent of experience indicating ability to assume responsibilities involved

Checks and Clearances

- Federal Bureau of Investigation Criminal Background Check
- Mandated Reporting on Child Abuse
- Pennsylvania Child Abuse Clearance
- Pennsylvania Criminal Record Check