

The Town of Burrillville, a community of 15,955 located in northwest Rhode Island, is seeking applicants for the position of Reference Librarian. The opening is at the Jesse M. Smith Memorial Library, a 24,900 square foot facility, located in the village of Harrisville. This position reports to the Assistant Director and provides direct reference services to patrons. Responsibilities include collection development, in person, online and telephone reference service, programming and digital literacy training. This is a full time position (35 hours per week) with some nights and weekends required.

Salary Range: \$41,041 plus excellent benefits

Minimum Qualifications:

- Masters of Library Science from an institution accredited by the American Library Association
- Prior professional library experience preferably in reference services
- Ability to work as a team
- Ability to work independently with minimum supervision
- Exemplary customer service skills. Comfortable working with the public in busy situations
- Programming experience desired
- Excellent technology skills required especially expertise in social media
- Good communication skills
- Organization skills and attention to detail

Please submit a completed Town of Burrillville application for employment, cover letter, resume and 3 professional references to:

Gail Labossiere
Executive Assistant
Town Manager's Office
105 Harrisville Main Street
Harrisville, RI 02830
Phone: (401) 568-4300 ext. 145
Fax: (401) 568-0490
glabossiere@burrillville.org

Review of applicants will begin April 21, 2017
and the position will remain open until filled.

Town employment applications can be found at <http://www.burrillville.org>.

Minority and Affirmative Action candidates are encouraged to apply.

The Town of Burrillville is an Equal Opportunity Employer.