Introduction:
The City of Takoma Park is seeking a Librarian to provide professional informational, outreach and technical services associated with the municipal library. The incumbent will provide direct reference service to the public, develop and implement programs for children, and provide support for the Children’s and Young Adult Library Coordinator. This is a 20 hours per week position: Sundays from noon to 5 p.m. are a MUST, with other hours as scheduled.

Typical Duties:
• Assists library patrons in person, by telephone, or by mail, to locate materials, obtain information, answer reference questions, and make effective use of library resources and services including internet searches for on-line reference materials.
• Plans and develops special Library programs for children and teens, including programs to: promote early literacy skills among young children; highlight language arts learning and research skills among elementary school classes; and develop literature-related programs for children and teens.
• Conducts reference interviews to determine needs of individuals utilizing library materials and services.

Minimum Qualifications:
• Master’s degree in Library Science (MLS) from an accredited library school; and
• One to two years of progressively responsible related experience; or
• Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Preferred Qualifications:
• Experience in providing library services to children.
• Knowledge of children’s and young adult literature.
• Skill in storytelling and creative speech technique.
• Skill in conducting effective reference interviews.
• Skill in library program presentation and design.

Benefits:
The City offer an excellent benefits package to include State retirement plan; medical, dental and vision (at a pro-rated cost); life insurance; long-term disability; employee assistance program; tuition reimbursement; flexible spending accounts; and other supplemental programs.

To Apply:
Submit a cover letter, resume and employment application to the Human Resources Department using one of the methods below. Include reference LIB13-01-LIB:
Email: employment@takomagov.org
Fax: (301) 891-7296
Mail: City of Takoma Park, Human Resources, Attn: LIB13-01-LIB, 7500 Maple Ave, Takoma Park, MD 20912

THE CITY OF TAKOMA PARK IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER.