

JOB ANNOUNCEMENT

TITLE	Senior Information Services Librarian
REQUIREMENTS	<ul style="list-style-type: none">• Master's degree in Library Science from an ALA-accredited program OR eligibility for a Librarian 4 Certificate (LC4) in Indiana and an equivalent combination of education and experience in public or reference service.• Interest and ability in working with the public• Ability to work independently• Attention to detail• Computer literacy
SALARY	\$39,461
USUAL HOURS	38 hours per week. Will include evenings and some Saturdays
MAJOR TASKS*	<ul style="list-style-type: none">• Answer informational and directional questions placed in person, by telephone, by letter, by e-mail, and by fax using library, as well as community resources.• Assist patrons in locating information and materials. Schedule, monitor, and assist Internet users. Assist patrons in the use of computers, OPAC, microfilm/microfiche, and copier/scanner/fax equipment.• Provide Reader's Advisory Service• Maintain and continually develop the reference collection relevant to community needs; recommend reference materials for purchase to Division Head; weed and update existing reference collection.• Assume responsibility for the division in the absence of the Head of Information Services; assume responsibility for the library system in the absence of supervisors.• Cross train to back up the librarian with responsibility for government documents.• Keep informed of developments in the library field through reading and participation in professional activities and meetings.• Perform other tasks assigned by the supervisor.
DATE AVAILABLE	Beginning September 8, 2016 until filled
SUPERVISOR	Head of Information Services
APPLICATION PROCEDURE	Send a resume and cover letter via postal mail or e-mail to: Whitney Chapman, Administrative Services Manager Hammond Public Library 564 State Street Hammond, IN 46320 chapmw@hammond.lib.in.us

*Note: This is not a detailed description of every task and the Library may add or change tasks.