

Head of Reference Department/Information Services Co-Coordinator Forbes Library

Forbes Library, Northampton's public library, seeks applications for the position of Head of Reference/Information Services Co-Coordinator to join an innovative, collaborative Information Services Team. The ideal candidate will be dynamic, creative and demonstrate a commitment to excellence in customer service.

Northampton is one of the top small arts cities in the United States and lies in the heart of the beautiful Connecticut River Valley. The city of just under 30,000 offers a vibrant downtown unique for its number of independent businesses and a lifestyle rich in cultural, artistic, and academic resources.

The Information Services Team comprises Reference, Arts & Music and Archives and has a staff of 8 full- and part-time members. The library is committed to providing excellent reference service, diverse programming and strong collections that include unique special collections. Forbes Library is open six days a week in a historic building.

The Head of Reference is responsible for the management, direction, and operation of the Reference Department. This includes hiring, training, scheduling, and providing leadership for the staff; providing high quality reference, reader's advisory and instruction; developing and marketing innovative programming and services; engaging the community; collection development; managing technology; and budgeting. This position also coordinates Information Services with the Head of Arts & Music and the Archivist, and serves on committees and teams including the library's collaborative leadership and planning team.

QUALIFICATIONS

MLS/MLIS from an ALA-accredited institution; 3 years of professional reference experience; experience in public libraries, management, teaching and public programming, strong communication skills, demonstrated willingness to develop community relationships, and adept with technology.

Full time, benefitted position
Salary \$43,419-\$55,965/Grade 11

To apply, please submit cover letter, resume and names of three references to Director, Forbes Library, via email at jobs@forbeslibrary.org -- Deadline to apply is April 21, 2017.

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