

Librarian I – Adult Services

\$21.42 / hour + [Part-Time County Benefits](#); part-time regular position available (20 hours / week)

The Williamsburg Regional Library, winner of the 2018 ELGL silver award for best public library in the United States, seeks an engaging individual to perform responsible work providing reference, readers' advisory, and programming, and promote library services to the community.

Responsibilities:

- Provides information and materials from the library's collection and other resources.
- Locates and recommends materials appropriate for users' interest and reading levels.
- Prepares and offers program and services to adult users outside the building as part of the library's outreach series.
- Develops and executes library programs such as tours and classes.
- Uses electronic resources including online databases and the Internet for collection development and reference purposes.
- Troubleshoots public computers and printers
- Takes part in Internet projects, such as creating web pages, teaching group classes using a computer projection system or teaching users one-on-one; oversees designated volunteer projects.
- Selects collections for purchase; maintains collections.

Requirements:

- Master of Library Science (MLS) degree from an accredited American Library Association (ALA) college required; some public library experience.
- Must possess or be able to obtain within 30 days of hire a valid VA driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of adult literature; printed and electronic reference sources; library research techniques including online and other electronic sources; and library procedures.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite, digital resources, commonly used applications, and social media; oral and written communication.
- Ability to effectively work with users of all ages and other library personnel; plan and organize daily work and special projects.
- Ability to establish and maintain relationships with library administration and staff members, government/school/community officials and personnel, vendors, and the public. Ability to be an effective ambassador for the library and represent the library in a positive manner; ability to work well under pressure.

Accepting applications until 11:59pm EST on 01/11/2020, or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>