



CITY OF SHELTON JOB POSTING 06042026

DEPARTMENT: PLUMB LIBRARY

TITLE: REFERENCE LIBRARIAN

SALARY: \$65,000 - \$75,000

GENERAL DESCRIPTION:

This position requires a professional librarian responsible for providing reference and research assistance, reader's advisory services, technology support, instructional guidance, and patron assistance.

SUPERVISION RECEIVED:

Works under the direction of the Library Director (or Branch Librarian). In the absence of the Library Director, works under the supervision of and reports to the Director's designee.

SUPERVISION EXERCISED:

Supervises reference staff within the assigned area and assumes responsibility for staff and building operations in the Library Director's absence, including opening and closing procedures.

EXAMPLES OF DUTIES:

- Organize, manage, assist, and instruct patrons in the use of library services, equipment, technology, facilities, research materials, databases, and reference collections.
- Respond to information and reference requests in person, by telephone, electronically, and via email.
- Recommend additions to the general collection to the Library Director.
- Maintain data and statistics on reference requests and database usage for reporting purposes.
- Oversee the annual collection and distribution of state and federal tax forms.
- Provide program participation, reference, and database statistics to the Library Director as requested.
- Train and instruct paraprofessional staff in basic reference services.

This position description is not intended to be a comprehensive listing of all duties and responsibilities and does not constitute a contract of employment.

The City of Shelton is an equal-opportunity employer. EOE/M/F/D/V.



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- Oversee overdue notices and prepare reports regarding material selection and program activities.
- Manage scheduling and operations of the Meeting Room and CT Room for library programs and outside organizations.
- Maintain room calendars, coordinate applications and reservations, manage outdoor access code changes, and oversee setup of portable audiovisual equipment.
- Provide weekly setup documentation to supervisors and custodial staff and communicate setup requirements for non-meeting-room events.
- Promote effective use of library information resources through direct patron instruction and technology training classes.
- Assist in preparing bibliographies, flyers, bulletin boards, displays, and publicity materials for the Adult Reference Department.
- Assist the Children's Department with reference services as needed.
- Oversee operation of the Tech Center, including copier, printer, scanner, and fax equipment.
- Collaborate with the Circulation Librarian in the training and supervision of staff and volunteers assigned to the Adult Department.
- Supervise Adult Department staff and patrons in the absence of the Library Director and Circulation Librarian.
- Coordinate reference staff assignments, schedules, team projects, and time management.
- Attend professional development programs, workshops, conferences, and community meetings as requested.
- Assist with circulation duties as needed.
- Perform other related duties as assigned, including weekly maintenance of the exterior and grandfather clock.

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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Standard library procedures and practices
- Current information technology and emerging digital media
- Internet and database search techniques
- Current trends in adult library services

Ability to:

- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with coworkers, patrons, community organizations, volunteer groups, and the general public
- Provide courteous and professional public service
- Recognize priorities and exercise initiative and independent judgment in a variety of situations
- Learn and adapt to emerging technologies and digital resources

Must be able to:

- Lift and carry bags or boxes weighing up to 40 pounds
- Speak clearly before large groups
- Drive and possess a valid driver's license
- Work evenings and weekends as required
- Perform physical activities, including bending, lifting, stretching, reading, and hearing

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EDUCATION AND QUALIFICATIONS:

Master's Degree in Library Science from an ALA-accredited program required; equivalent experience of three to five years working in a Reference Department may be considered in place of the degree.

One or more years of professional library experience required; supervisory or administrative experience preferred.

MERIT SYSTEM TESTING:

Applications will be reviewed to ensure that each applicant meets the minimum requirements. The top fifteen (15) candidates who successfully pass a written test will be invited to participate in an oral panel interview. A combined score of the written test and oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified list for at least one year, from which the City will make its hiring decisions. Consistent with Section 7.1 of the City Ordinances (Merit System), the City will proceed with a written and an oral examination.

HOW TO APPLY:

Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department. Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

APPLICATION CLOSING DATE:

Applications and resumes will be accepted through 5:30 pm Monday, June 15, 2026, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

PROBATIONARY PERIOD:

1 year

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