The Ferguson Library seeks a motivated individual to join a team of library professionals in the Information & Adult Services Department at the Main Library – DiMattia Building. The ideal candidate will have customer service experience, a passion for working with the public, and the ability to work in a fast-paced, team-oriented environment.

**DUTIES INCLUDE:**

- Providing reference and readers’ advisory services.
- Providing technical assistance with the use of library technology and personal devices.
- Developing and maintaining services and collections in designated subject areas.
- Conducting training and workshops in a variety of basic and advanced technology topics. Prepare relevant presentations and handouts for trainings.
- Conducting programs and workshops on elected areas of interest and collection development responsibilities.
- Creating and maintaining select webpages in assigned areas.
- Compiling and publishing topical and relevant study guides and bibliographies to complement collections, programs and services.
- Delivering thorough and concise reporting and analysis of collection usage.
- Delivering comprehensive reporting on program attendance utilizing Project Outcome surveys.
- Assisting colleagues on various community-oriented projects and programs.
- Other duties as assigned by Associate Director, Community Engagement

**QUALIFICATIONS:**

- Master’s degree in a related field; Master’s degree in Library Science preferred
- Knowledge of reference and readers’ advisory services.
- Knowledge of, and experience with varied integrated library systems, electronic resources, library and personal technology.
- Knowledge of best practices in instructional design.
- Interest and drive to learn new skills and technology.
- Interest and willingness to deliver programs on a variety of platforms.
- Sensitivity and skill in working with the public and staff.
- Oral and written fluency in Spanish preferred.
- Proficiency in other languages a plus.
- A strong understanding of EDISJ (Equity, Diversity, Inclusion, Social Justice) values in public libraries and commitment to upholding those principles.
- Ability to work independently and collaboratively.
- Availability to work evenings and weekends.

If you are interested in being considered for this position, please submit a resume and covering letter by email to apply@fergusonlibrary.org.