



## **Adult Services Librarian – Part-Time**

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. [www.hplct.org](http://www.hplct.org).

The Library currently seeks an **Adult Services Librarian P/T**. Responsibilities include:

- Play a key role in the development, administration, and delivery of customer-focused library services. Provides excellent service to HPL's customers including reference and information services, technological help, and reader's advisory via several channels: in-person, via email, and over chat. This includes referrals to local social services, help navigating resources on the web, serve as a Notary Public/Municipal ID/Passport agent, help with personal technological devices, and more, in addition to traditional library services.
- Work collaboratively with and under the direction of the Assistant Director of Public Services to plan and implement strategies for providing exceptional public services to the Hartford Community; help curate information and resources for the community; and assist with selection and promotion of adult materials (print and media) for the Library system; including materials based on customer requests.
- Keeps informed and knowledgeable about library events, programs, and services. Performs outreach and develops community partnerships. Assists with creation of library displays.
- Contributes to the creation and maintenance of the library's Information and Resource Guides in print and via the LibGuides platform. Follows greater librarianship discourse, publications, stays abreast of trends and developments in the field, including DEI initiatives, future-proofing, and trauma-informed practices.
- Model excellent customer service and communication skills for library staff and serves as leader and mentor to fellow library staff.

***Scheduled 25 hours a week, at least one evening per week and a Saturday in rotation is required.***

### **QUALIFICATIONS:**

#### **Required**

- MLIS from an ALA accredited school
- At least 2 years' experience working in libraries
- Excellent customer service skills; ability to apply empathy and patience; strong commitment to excellent customer service to a diverse population in an urban environment
- Excellent written and verbal communication skills, technology skills, listening, organization, report-writing, and priority setting skills; and ability to work independently and in a team environment.

**Preferred**

- At least 1-year experience on a reference desk
- Familiarity with local community services, agencies, and resources
- Understanding of, and ability to apply, DEI principles
- Understanding of, and ability to apply, Trauma-Informed Practices

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Adult Services Librarian P/T** in the subject line of your email.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library's vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

**Appointment Rate: \$27.80 per hour**

**Hartford Public Library is an Equal Opportunity Employer.**