EMployment OPPortunity

Reference Librarian - Business and Nonprofit Center (BANC)

Summary:
Middle Georgia Regional Library invites you to apply for the position of Reference Librarian - Business and Nonprofit Center (BANC). The Reference Librarian will lead the BANC in fulfilling the Library's mission “to connect all people to the information necessary to improve their lives through excellent services and materials.”

The Reference Librarian will work to provide businesses and nonprofits in the Middle Georgia area with the resources, services, and programs necessary to ensure they have the information necessary to be successful and competitive. The successful candidate will have exposure or experience in entrepreneurship, marketing, consulting, and/or business education.

This position is housed at the reference desk of Washington Memorial Library, and the workload will vary from day to day. One day you will provide one-on-one training on the Reference USA database to a beginning entrepreneur, and the next day you will host a class on finding grants for nonprofit organizations.

Additional Information:
Under the general supervision of the Head of Reference, the Reference Librarian provides general and specialized business reference assistance to public library patrons. This position is expected to have knowledge of the library collection, resources (both electronic and print), library policies, and procedures. This position will contribute to collection development, programming, compiling user guides, collection of statistics, and positive overall user experience.

The successful candidate will have experience and/or knowledge of a variety of library services and activities. The position requires a high degree of flexibility to produce services that are relevant and accessible to each segment of the population that we serve. They will build community relationships and contribute to community goals.

This position will enjoy significant support to attain these goals at Middle Georgia Regional Library with an enthusiastic and committed staff of professionals, management, and paraprofessionals.

Essential duties and responsibilities include the following. Other duties may be assigned.
Furnishes information on library activities, facilities, rules, and services.

Explains and assists in use of reference resources, such as book and periodical indexes, to locate information.

Describes or demonstrates procedures for navigating the public access catalog and electronic resources.
Answers queries on complicated reference subjects, including formulating and processing online search requests.

Provides instruction and actively participates in the development and design of classes on use of the library and its resources.

Provides instruction and actively participates in the development and design of classes on computer skills.

Assembles and arranges displays of books and other library materials.

Helps organize and maintain reference materials.

Compiles bibliographies and develops library user guides, both printed and electronic.

Assists in reference collection development, including planning and promoting electronic information resources and services.

Helps catalog and classify reference materials.

**Required Qualifications:**
- Bachelor’s in business or business-related field OR Master’s degree in Library Science from an ALA-accredited university
- Experience working with the public

**Preferred Qualifications:**
- Master’s degree in Library Science from an ALA-accredited university
- Experience working with nonprofit organizations

**Salary:**
- Starting at $42,000, depending on qualifications

**Our Community:**
Middle Georgia Regional Library is anchored in Macon, Georgia. Macon is a vibrant community that values education, lifelong-learning, and is highly invested in library service. The community has a rich history, incredible architecture, stunning southern charm, and a soulful musical heritage. The city is home to 5 colleges and universities, 6 museums, sports teams, Ocmulgee National Monument, and numerous parks and festivals. Macon has all of the benefits of a large city with a small town cost of living.

**To Apply:**
E-mail resume, cover letter, contact information for three references, and MGRL employment application (found at bibblib.org/employment) to jobs@bibblib.org.
Incomplete applications will not be considered.
Applicants who are not selected will not receive notification.

First review of applicants is Wednesday, September 9, 2020 at 12:00 PM.