

# JOB ANNOUNCEMENT

- TITLE:** Information Services Librarian (Programming)
- REQUIREMENTS:** Master's degree in Library Science from ALA-accredited program OR eligibility for Librarian V certificate in Indiana and an equivalent combination of education and experience in public or reference service.  
Interest and ability in working with the public.  
Ability to work independently  
Attention to detail.  
Computer literacy.
- LOCATION:** Information Services
- SALARY:** \$39,008
- USUAL HOURS:** Full Time 38 hours per week - including evenings and weekends
- MAJOR TASKS:** Answer information and directional questions placed in person, by telephone, by letter, by e-mail, and by fax using library resources, as well as other community resources. Assist patrons in locating information and materials. Schedule, monitor, and assist internet users. Assist patrons in the use of computers, OPAC, microfilm/microfiche equipment and photocopier. Provide Reader's Advisory Service.
- Initiate, plan, oversee and conduct a variety of programs and activities to encourage the use of the library by adults.
- Responsible for marketing, publicity, display, and social media activity of Information Services Programs.
- Collaborates with and assists the Senior Librarian, Teen Librarian and Youth Librarians to meet HPL's Strategic Plan programming goals.
- Keep informed of developments in the library field through reading and participation in professional activities and meetings.
- Assume responsibility for the library system in the absence of a supervisor and when working as the senior staff member in Information Services. Perform opening and closing procedures as scheduled.
- Perform other tasks assigned by the Division Supervisor.
- DATE AVAILABLE:** Immediately
- SUPERVISOR:** Head of Resource Services
- APPLICATION PROCEDURE:** Those interested in this position should send their résumé and cover letter to Whitney Chapman, Administrative Services Manager, [CHAPMW@HAMMOND.LIB.IN.US](mailto:CHAPMW@HAMMOND.LIB.IN.US).

\*NOTE: This is not a detailed description of every task and the Library may add or change the tasks.