



## CITY OF WOONSOCKET, RHODE ISLAND

### PERSONNEL DIVISION

#### EMPLOYMENT ADVERTISEMENT

### Chief Information & Adult Services Librarian

The City of Woonsocket is looking for a Chief Information & Adult Services Librarian. Reporting to the Library Director at Woonsocket Harris Public Library, the Chief Information & Adult Services Librarian provides adult library patrons access to reference, information and advisory services. Assists in the development of all short and long-term library objectives, as well as implements programs for adults based upon community needs. Oversees a small library staff, monitoring their daily activities. The person in this position must also assist in community outreach by planning public relation materials for the library, forging alliances with business and community agencies. Internally, this person must manage and preserve all special acquisitions, oversee the collection and editing of all reference and nonfiction material acquired by the library. Monitor the activities of the computer lab and printing, troubleshoot minor computer and printing issues as they arise. Manage all interlibrary loan requests. Supervise reference databases and cataloging. Advise the Library Director on patron use of the library services. Must possess a Master's Degree in Library Sciences from an accredited ALA program. Five (5) or more years of supervisory experience in a public library reference department with extensive knowledge of reference and information resources. Must be able to work with computers, and their use in wider library applications. Must have excellent communication skills. The ability to work with fellow library employees and patrons using excellent judgement and tact.

**Application Deadline:** Tuesday, May 7, 2024  
**Classification:** Local 3851, RI Council 94  
**Hours/Week:** 35-hours per week [T13]  
**Salary Rate:** \$1,024.17/week to \$1,117.46/week  
**Examination Date:** Thursday, May 9, 2024 at 4:00 p.m.  
Woonsocket City Hall, Harris Hall (Third Floor)  
169 Main Street, Woonsocket, RI 02895

**To Apply:** We offer a competitive benefit and compensation package. For more information on this position including a full position description and job application, please visit the "Employment" section on the City of Woonsocket website at [www.woonsocketri.org](http://www.woonsocketri.org). Please forward your completed job application and resume to Nikki Aphonphanh, Personnel Assistant, City of Woonsocket, 169 Main Street, Woonsocket, RI 02895; or you may send them electronically to [naphonphanh@woonsocketri.org](mailto:naphonphanh@woonsocketri.org).

**About Woonsocket:** A City that upholds forward thinking principles for both employees and residents. Located in Rhode Island's Blackstone Valley, the City of Woonsocket is a vibrant, urban community and is surrounded by the growing suburban communities of Lincoln, Cumberland and North Smithfield, and boasts a positive business climate where City officials and the business community work together to build a strong economy. Woonsocket is centrally located in the Boston/Worcester/Providence triangle, and home to CVS Corporation, a Fortune 500 company.

#### An Equal Opportunity Employer