

Re-Posting Date: March 6, 2026

Part Time Reference Specialist

The Chelmsford (MA) Public Library is looking for the right professional to join a department of savvy, enthusiastic librarians who are excited about supporting the information, technology, and lifelong learning needs of our patrons. Our ideal Reference Librarian will be dedicated to public service and community education and will thrive on interacting with the public and providing exceptional customer service.

We're looking for someone who is able to shift gears smoothly and prioritize patron needs. We want to see a depth of experience in providing direct reference services - in person, on the phone, and through live chat and email. Our reference librarians assist our patrons with print and online resources, use of public computers and scanning/copying/printing/fax services, and study and meeting spaces. This colleague is a go-to guide for patrons and staff using digital platforms for reading, reader's advisory and reference, including e-readers, tablets, phones and computers.

We need someone who is ready to take ownership of assigned areas of non-fiction collection development and to create library programs and outreach activities - especially for seniors - both independently and as part of a team. The ideal candidate will demonstrate top-notch reference and customer service skills and be comfortable with a variety of web applications and social media. They will have solid technology skills, including competency with mobile platforms, and a strong desire to share these skills with the public, looking to improve digital access and literacy for all.

Please visit the Library website for the full job description.

Salary: \$25.74 per hr. - \$42.85 per hr. in 10 steps, depending on qualifications

Schedule: 17.5 hours per week in the library, including every other Saturday and one evening per week.

Qualifications:

- Master's degree in Library Science preferred. Other college degree with relevant experience considered.
- At least one year of experience in a public library preferred, especially in reference or information services.
- Demonstrated commitment to library and public service.

Application Deadline: 3/20/2026

How to Apply

Please send cover letter and resume to Vickie Turcotte, Assistant Director, at vturcotte@chelmsfordlibrary.org.

This is a non-benefitted position and is represented by the Chelmsford Federation of Teachers, Local 3569. The Town of Chelmsford is an EEO/AA Employer. Any person who needs assistance in fully participating in the application process should contact the Town of Chelmsford Personnel Department. We value diversity in backgrounds and experiences and are committed to an accepting and supportive work environment.

Our Library and Community: A fun and rewarding place to work! We have highly engaged residents and Town counterparts who support the library in visible ways. Our staff, Trustees, and Friends are excited to turn new ideas into reality, and we're not afraid to try things out. We have welcomed many vibrant new librarians in the past few years as other staff grew into new positions; we support professional growth and cultivate an environment of mentorship and inclusion.