

LIBRARIAN (PT/OC)

Description

Beaumont Library District is seeking a customer service-oriented, energetic individual with a genuine passion for serving the public to fill the position of Librarian (PT/On-Call). This position will engage with library patrons of all ages to assist patrons in locating materials, readers' advisory, and use computer and printing services.

The Library District serves 65,000 residents of the San Geronio Pass east of urban Los Angeles and west of the Palm Springs desert communities. We are looking for an individual who desires variety, challenge, and immersive public contact in their employment, working with a growing community and contributing to the overall development of the library. The Library is undergoing an expansion and renovation project, to be completed in February 2027.

Under the direction of a Supervising Librarian, the Part-time/On-Call Librarian is a public-interfacing position that provides services to the public. The position performs complex professional and technical library work to assist patrons with inquiries and general knowledge of library programs and services.

Requirements

The ideal candidate will be able to:

- Assist patrons with locating resources, using computers and printing materials.
- Make recommendations for reading materials or websites to obtain this information.
- Represent the library at external programming and outreach events.
- Proactively seeks patrons to help in all areas of the library (desk, roving, e-mail, phone, or additional methods of communication).
- Assist or coach patrons in using electronic materials.
- Perform routine desk duties under professional supervision, help patrons locate and check out materials.
- Provide library services for all ages.
- Assist children and caregivers in use of library resources.
- Must demonstrate knowledge, appreciation, and understanding of children's materials, both print and electronic.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Current library trends, services, and organization.
- Library amenities and the ability to provide information about library policies.
- Books, sources, bibliographies, and reference materials; library material selection standards.
- Cataloging and classification plans, particularly the Dewey Decimal System.

- Reader interest levels and trends, current professional literature.

Ability to:

- Provide exceptional customer service to patrons.
- Promote the interest of children, young adults, and adults in books and other library materials and services.
- Stimulate reader interest, provide advice and materials.
- Perform an effective reference interview.
- Use tact, courtesy and good judgement when communicating with coworkers, and the public.
- Demonstrate knowledge, appreciation, and understanding of library materials, both print and electronic.
- Communicate effectively both orally and in writing; understand and follow both verbal and written communication.

EDUCATION AND EXPERIENCE:

A master's degree in library science from an ALA accredited college or university OR a master's degree in a related field AND one (1) year public library experience OR or enrolled in an ALA Accredited MLIS program with a completion date within 1 year. An MLIS student in good standing while enrolled in the MLIS program must submit documentation with application.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS:

Typical public library environment, subject must be able to stand or sit and maintain a stationary position for extended periods; operate office equipment; walk or move within the property; bend/stoop/kneel or position self for shelving, filing, or other purposes; and lift or push or move up to 25 pounds. The employee must possess mobility to operate a motor vehicle and visit meeting sites or other points of business; possess hearing and speech to communicate in person before groups, and over the telephone; possess specific vision abilities required by this job including close vision, distance, vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform typical tasks.

Most work is performed in an office setting within a public library, although there may be exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

WORKING CONDITIONS:

Weekend, evening work, and attendance at off-hours meetings and occasional travel are required.

Pay Range: \$32.75 per hour

Starting salary dependent upon experience and qualifications.

Deadline: August 3, 2026 (first consideration will be given to earliest applicants)

To apply for this exciting career opportunity, please submit your cover letter, detailed resume, and three references to:

Laura Cook, Business Manager
Beaumont Library District
125 East Eighth Street
Beaumont, CA 92223
Email: laura.cook@myBLD.org

To learn more about Beaumont Library District, visit our website at myBLD.org