

TOWN OF MANCHESTER POSITION GUIDE

Title: Librarian I
Department: Library
Reports To: Librarian II

JOB SUMMARY

This professional position is responsible for assisting in the administration and operation of a major section of the library such as reference, circulation and children's and performing specialized professional work. A person in this position also administers the entire library in the absence of a librarian in a more responsible position. Responsibilities include helping develop, coordinate and implement programs to improve service availability and quality consistent with library policies and management guidelines. Other routine work involves keeping current of new technologies and methods, directing, reviewing and evaluating the work of less senior staff, providing for the overall care and maintenance of the collections, attending meetings and workshops and communicating with customers, co-workers and other agencies. Regularly scheduled night and weekend work is expected. The work is subject to review according to the Town's personnel plan through observation, reports and the results achieved.

ESSENTIAL JOB FUNCTIONS

Assists with the development and implementation of programs, strategies and methodologies to increase customer awareness of library resources and appropriate self-sufficiency and monitors the results achieved.

Regularly reads book reviews, publishers catalogues and researches other information sources to identify materials to meet customer needs, enrich the library's collections, and correct deficiencies. Continuously develops a strong knowledge of the library collection and materials, its strengths and weaknesses and how to find items using the best access methods assigned areas.

Manages, organizes and maintains materials and equipment under his/her care. He/she assesses department needs and initiates preparation of requisitions for equipment, materials and supplies. Is responsible for administering all library facilities in the absence of Librarians II or other administrative personnel. Prepares statistical and other reports regarding library operations and use.

Assists customers with developing needed information by answering questions, identifying potential information sources, recommending specific items, materials or sources and referring them to other appropriate assistance resources such as reference specialists, interlibrary loan materials, manual and automated information or resource databases and staff. Oversees customers and their use of the library and its resources maintaining the appropriate atmosphere and discipline depending upon the area and the customers being served.

OTHER FUNCTIONS

Attends staff and other inter and intra agency meetings to coordinate programs and activities and to increase professional knowledge and skills.

Performs related work as required as well as other duties as may be assigned from time to time and which are consistent with this classification.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

A well developed knowledge of the principles and practices of library work particularly related to

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assigned areas of expertise such as reference, circulation or children's service and a strong working knowledge of the library's computerized systems. Able to identify customer needs and requirements, initiate the development of policies, procedures, programs and activities to meet those needs and monitor ongoing performance in the attainment of objectives.

Works in a pleasant and effective manner with customers, co-workers, other departments and agencies. Communicates effectively orally, in writing and by listening in the modes of conversation, speaking to small groups, preparing formal and informal written reports and hearing and reading instructions, concerns or customer complaints.

Has a strong professional interest in reading, literature and library science.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Assists library customers in their use of the library performing work which is moderately physically demanding and administers the library collection wherever materials may be located including obtaining and replacing books from shelving in the stacks and on all levels, walking and standing for extended time periods (two to four hours) and carrying a reasonable selection of materials between places where they are stored and places where they are used within library facilities and property.

Able to communicate effectively orally, in writing and by listening in the modes of public speaking, speaking with small groups, providing instruction, counselling and direction, and in preparing notes, memorandum, correspondence and reports. This includes the direct and personal use of office computers. Able to receive, understand, interpret and carry out library policies and procedures.

He/she must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

Ability to get along with co-workers, supervisors, customers and the public at large.

Ongoing intellectual effort is required to maintain a current knowledge of library resources, learning, literature and information resources.

MINIMUM TRAINING AND EXPERIENCE

To be considered for this position an applicant must have a Master's Degree in library science, not less than one (1) year of library experience and a strong knowledge of automated library systems.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.