Sample Job Descriptions from Connecticut Public Libraries

Please Note: The job descriptions listed here are samples only. This is not a list of "best job descriptions," and inclusion on this list does not constitute a recommendation by the Connecticut State Library. Also note that most of the positions have not seen any new samples for several years.

Sample Job Descriptions from other states:
Montana

Assistant Director
Includes: Enfield, Groton (Supervisor Library Services), Guilford, New Fairfield, Ledyard (Assistant Librarian), Ledyard (Senior Assistant Librarian)

Audiovisual
Includes: Groton, Middletown/Russell Library, Wilton

Automation/Technology
Includes: Danbury (Coordinator of Library Automation), Danbury (Library Computer Technician), Middletown (Computer Technician), Middletown/Russell Library (Gateway Center Assistant), Middletown/Russell Library (Gateway Center Manager), Middletown/Russell Library (Head of Technology Services), Wilton (Head of Systems)

Branch Librarian
Includes: Enfield

Children's Department Clerk
Includes: Middletown/Russell Library, Monroe/Edith Wheeler (Assistant Children's Librarian), Wilton, Woodbridge

Children's Librarian
Includes: Bloomfield, Enfield (Children's Coordinator), Enfield (Head of Children Teen Services), Hamden, Monroe/Edith Wheeler, New Fairfield, Public Library, Middletown, Sherman, Woodbridge

Circulation Clerk
Includes: Bloomfield (Library Clerk I), Bloomfield (Library Clerk II), Bloomfield (Library Clerk III), Groton (Assistant Librarian), New Fairfield, Public Library, Middletown/Russell Library, Woodbridge
**Circulation Librarian**
Includes: Enfield, Middletown/Russell Library, Monroe/Edith Wheeler, Wilton

**Librarian I**
Includes: Bloomfield, Danbury, Groton, Manchester, Milford Library,

**Librarian II**
Includes: Bloomfield, Hamden, Manchester

**Librarian III**
Includes: Hamden

**Library Clerk or Library Assistant**
Includes: Enfield, Groton (Library Assistant), Groton (Library Associate), Manchester (Library Technician I), Manchester (Library Technician II), New Fairfield (Library Clerk), Public Library, Middletown/Russell Library (Library Clerk I), Middletown/Russell Library (Library Technical, Assistant General), Sherman, Somers

**Library Director**
Includes: Bloomfield, Enfield, Groton, Monroe/Edith Wheeler, New Fairfield, Sherman, Wilton

**Library Page**
Includes: Manchester, New Fairfield, Berlin-Peck Memorial Library, Public Library

**Maintenance**
Includes: Middletown/Russell Library (Custodian), Middletown/Russell Library (Facilities Manager), Middletown/Russell Library (Head Custodian), Wilton (Head Custodian)

**Office Positions**
Includes: Enfield (Administrative Assistant), Groton (Administrative Assistant), Groton (Office Assistant), Monroe/Edith Wheeler, New Fairfield (Secretary to the Board)

**Program Coordinator**
Includes: Colchester, New Fairfield, Wilton

**Reference and Adult Services Librarian**
Includes: Enfield, New Fairfield, Public Library, Middletown/Russell Library (Department Head Adult Services), Middletown/Russell Library (Head of Information Services), Middletown/Russell Library (Reference Librarian II), Monroe/Edith Wheeler (Adult Services), Monroe/Edith Wheeler (Reference Librarian), Somers, Woodbridge

**Technical Services Clerk or Library Assistant**
Includes: Bloomfield, Enfield (Reference Assistant), Enfield (Technical Processor), New Fairfield, Middletown/Russell Library (Library Technical Assistant), Wilton, Woodbridge
Technical Services Librarian
Includes: Bloomfield, Milford, Monroe/Edith Wheeler (Cataloger), New Fairfield Free Public Library, Public Library, Middletown/Russell Library, Wilton, Woodbridge

Young Adult Librarian
Includes: Bethel, Northborough, Parlin Memorial Library, Stratford, Wilton, Anywhere

Assistant Director Job Descriptions

ENFIELD LIBRARY
ASSISTANT LIBRARY DIRECTOR

GENERAL STATEMENT OF DUTIES: Responsible administrative work involving a broad range of public library functions. Acts as Director in the Director’s absence. Data base manager of CONNECT system.

SUPERVISION RECEIVED: Reports directly to the Director of Department of Libraries.

SUPERVISION EXERCISED: Supervises all library staff.

ESSENTIAL JOB FUNCTIONS: Performs and supervises library functions; provides technical support to public and staff in reference; assists patrons in selection and location of services and books; assists in preparation of budget; plans and supervises in-service training courses for staff; trains staff; reviews payroll; prepares work schedules; coordinates work of all departments; fills in at public service desk as required; participates in the screening of applicants for vacancies; supervises the use of the meeting room and other library facilities for public library-sponsored programs; may represent the library at professional meetings; will create or supervise appropriate exhibits and displays; coordinates library programs with community needs; keeps abreast of developments in the field of library science; recommends disciplinary actions as may be required; acts as CONNECT Data base Manager - troubleshoots problems, instructs staff and patrons; manages the LAN, installs equipment and software.

OTHER JOB FUNCTIONS: Purchases books and supplies; compiles periodic statistics; supervises the handling of gifts (books, records, etc.); performs related work as required.
PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move objects up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must perform highly complex and varied tasks requiring independent knowledge. Must be able to concentrate on fine detail with some interruption. Must be able to remember task/assignment given to self and others over long periods of time.

The noise level in the work environment is generally quiet.

MINIMUM QualIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of professional library principles, practices, methods and administration; thorough knowledge of reader interest levels, books, authors and reference resources; knowledge of office and bookkeeping practices; must be computer literate; must have thorough knowledge of computers (PC & Macintosh), software programs including CD ROM products and Networks; a background in teaching is desirable; ability to deal harmoniously with others.

EXPERIENCE AND TRAINING: Master's Degree in library science and three (3) years' library administrative experience. Any equivalent combination of education and experience.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Revised: 2/1/99

Supervisor Library Services
Town Of Groton

Position Overview
Plans, organizes, and supervises the services and activities of a library divisional unit such as: Adult Services, Children's Services, or Technical Services; performs professional library services in assisting library patrons in the selection and use of library materials. May assume responsibility for library operations in the absence of the Director.

Essential Duties And Responsibilities
Receives oral or written direction from Director. Plans work according to established library schedule or standard procedure. Establishes task priorities within working unit. Assists in near-term and long range planning of library services. Participates in preparation of annual library budget. Prepares information on estimated income and expenses for assigned library division. Administers approved budget for division. Develops reading, reference, and research materials through selection and purchase of books, materials and equipment. Prepares reading lists for special interest groups such as children, students, elderly, cultural or business organizations. Plans and organizes special programs involving the use of library resources. Prepares brochures, new releases, bulletins, posters, and other public relations materials to promote library services. Recommends the employment, promotion and retention of employees within a library division. Provides supervision and training to librarians, library assistants, clerks, and part-time employees. Prepares statistical and narrative reports of some complexity for Director. Reports achievement of goals to Director. Examines professional publications and other sources for selection of books, periodicals, and other materials. Operates computer terminal in issuing, receiving, and locating books and materials in division programs.

Additional Duties And Responsibilities
Promotes interest in library organizations. Attends meetings and participates in professional library organizations. May assume responsibility for library operations in the absence of the Director. Performs duties in other library divisions as needed.

Qualifications
The skills and knowledge required would generally be acquired with a Master's Degree in Library Science and three (3) years of public library experience. This position requires excellent verbal/written communication skills and the ability to manage full and part time employees. A strong knowledge of the subject matter and user needs typical to the Division assigned is required, as is knowledge of current library automation trends and experience in the implementation of developing technologies. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Certificates, Licenses, Registrations
Not applicable.
Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. In the performance of the duties of this job, the employee will be required to operate business equipment typical to that of the library setting, including computer hardware.

Accommodations
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Assistant Director
Town of Guilford

Basic Function
Under general supervision of the Director, Guilford Library, assists in developing, administering and coordinating various areas of the library. Performs managerial duties related to personnel, library operations, technical services, cataloging, etc. Directs the library in the absence of the Director.

Principal Responsibilities And Duties

- Assists in planning, implementing and evaluating library services, coordinating selection of library materials.
- Schedules and supervises the library staff and substitutes for the Director, Library in his/her absence.
- Acquires library materials and assists in developing and administering policies concerning library operations, budgets and financial reports, and programs.
• Directs professional Librarians, Library Assistants, Custodian and volunteers.
• Evaluates staff performance and oversees the cataloging of non-print materials.
• Plans and implements regional programming for library patrons. Attends professional meetings.
• Acts as official library liaison to Friends of Library and Library Exhibits Committee. Performs other related duties as assigned.

Knowledge, Skills And Abilities

• Thorough knowledge of the principles and practices of public library functions.
• Considerable knowledge of the principles and practices of public administration as applied to a public library, and the use of the computer in libraries.
• Ability to administer the activities of a public library and to supervise the work of others.
• Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies and the general public.
• Ability in oral and written communications.

Minimum Qualifications
A Master’s Degree in Library Sciences from an accredited college or university plus three years of progressively responsible library administration experience including at least 1-2 years in a supervisory capacity or equivalent.

Assistant Library Director
New Fairfield Library

Supervisor
Library Director

Hours of Work
Salaried, Full Time

Primary Function
Assists Library Director in the management, supervision, and administration of the library to provide maximum services to library patrons in accordance with library policy.

Qualifications, Education, Experience, And Skills Required

• Completion of a Masters degree in Library Science from an accredited institution.
• A minimum five years of hands on, daily library experience including working experience with automated systems, OCLC, on-line searching, US Marc format, interlibrary loans, cataloging practices using standard rules, Dewey, Sears, authority control
• Demonstrated ability to provide effective reference services using a wide range of sources including print, computerized database, internet sources, interlibrary loan networks and other library sources.
• Excellent communication skills, good organizational skills, and the ability to prioritize.
• Maintains knowledge of standard library principles and practices and concepts of freedom of speech, copyright, collection development, weeding, patron confidentiality, censorship and other library ethical issues.
• Expertise and proficiency with computers and related hardware, popular library software, internet and digital communications.

Specific Duties

• Provide reference services for patrons in house and off site (home and business) over the Web, Fax, e-mail, phone, etc.
• Serves as the first line manager and supervisor for reference librarians, reference clerks, circulation clerks and program coordinator.
• Supervises cataloging, classification, and processing of all library materials using ALA and LC principles and practices.
• Assists the Director in the development of library policy and procedures.
• Assists the Director in the administration of the collective bargaining agreement and the grievance procedure.
• Assists in budget preparation, negotiation of expenditures, and grant writing.
• Assists in the development and training of staff and volunteers.
• Promotes library services and programs within the library and the community.
• Evaluates information sources and advises patrons as needed. Assists in the selection and acquisition of materials.
• Attends professional meetings, workshops, and classes.
• Assists in planning, implementation, and evaluation of long and short term goals and objectives.
• Plans, organizes, and implements special projects as needed or determined by the Director.
• Provides leadership in working relationships and communication, ensuring high productivity and quality public service; encourages initiative and creativity.
• Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
• Maintains databases of the library's holdings. Assumes responsibility for maximum patron access to materials through efficient cataloging, and manipulation of the automated system. Works with system vendors for maximum functionality, resolution of problems, future applications.
• Responsible for computer troubleshooting, software and machinery.
• Manages effective, cost efficient and timely interlibrary-loan services.
• Responsible for statistical reports, materials lists and bibliographies as needed.
• Performs other related responsibilities as necessary.
Assistant Librarian

Town Of Ledyard

General Statement Of Duties
The Assistant Librarian is responsible for the operation of one of the libraries of the Ledyard Library Commission.

Supervision Received
The Assistant is supervised by the Librarian and the Senior Assistant Librarian.

Supervision Exercised
The Assistant supervises the staff and volunteers in the library to which assigned.

Essential Duties
Oversees the operation of the library building and equipment. Duties include giving work assignments to staff at the circulation desk, training new staff in library procedures and the use of the library's computerized circulation system, providing reference and reader's advisory service for patrons, arranging inter-library loans for patrons, providing instruction in microcomputer and network applications to staff and library users, interpreting library policies and procedures and monitoring the behavior and conduct of patrons in the library. Other responsibilities include selection and acquisition of compact discs and audio tapes for the branch library, collection maintenance such as weeding and shelf reading supervision, and attending meetings as required. These duties also include making recommendations for other library acquisitions, and assisting staff as needed with checking materials in and out, arranging for the return of overdue materials, collection of monies for fines and copies, return of material to proper locations, reserving items for patrons, maintaining patron files.

Additional Duties
Assisting with staff evaluations, planning and implementing adult programs, and developing community awareness of library materials and services, helping to plan and implement staff development programs, resolving office equipment malfunctions, scheduling the facility for library programs and outside meetings, arranging for pick-up of newspapers daily and other duties as required.

Minimum Qualifications

Knowledge, Skills And Ability

- Thorough knowledge of the principles and practices of public library functions
- Considerable knowledge of the use of computers in libraries
- Ability to supervise the work of others.
• Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies and the general public.
• Ability in oral and written communication.

Physical Requirements
Must be able to communicate with patrons, must be able to respond to visual prompts on the computer terminal, must be able to climb stairs to get to balcony and basement areas, and must be able to shelve and/or retrieve books from top and bottom shelves. Must provide own transportation in the conduct of duties.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.

Experience And Training
This position requires a four year college degree preferably in Library Science plus two years of experience in a library. Supervisory and computer experience is preferred.

Revised 5/01 Chairman, Town Council

Senior Assistant Librarian
Town Of Ledyard

General Statement Of Duties
The Senior Assistant Librarian is responsible for the operation of one of the libraries of the Ledyard Library Commission and also provides specialized professional services. These services include such things as budgetary input, grant writing and evaluating library services.

Supervision Received
The Senior Assistant Librarian is supervised by the Librarian.

Supervision Exercised
The Senior Assistant supervises the staff and the volunteers in the library to which assigned and acts for the Librarian in his/her absence.

Essential Duties
The duties of the Senior Assistant include those of Assistant librarian ie. overseeing the operation of the library building and equipment. This includes giving work assignments to staff at the circulation desk, training new staff in library procedures and the use of the library's computerized circulation system, providing reference and reader's advisory service for patrons, arranging inter-library loans for patrons, providing instruction in microcomputer and network
applications to staff and library users, interpreting library policies and procedures and monitoring the behavior and conduct of patrons in the library. Other responsibilities include selection and acquisition of large print books and compact discs for the library, making recommendations for other library acquisitions, collection maintenance such as weeding and shelf reading supervision, and attending meetings as required. These duties also include assisting staff as needed with checking materials in and out, arranging for the return of overdue materials, collection of monies for fines and copies, return of material to proper locations, reserving items for patrons, and maintaining patron files.

The Senior Assistant schedules staff at both libraries, assists with the management and evaluation of services provided by the library, assists with the evaluation of library staff, confers periodically with library users to determine the extent to which existing library services meet their needs, develops community awareness of library materials and services with the director, reviews the use of materials to plan for future acquisitions and gives input on budgetary needs.

Additional Duties
Planning and implementing adult programs, helping to plan and implement staff development programs, resolving office equipment malfunctions, grant writing, scheduling the facility for library programs and outside meetings, and other duties as required.

Minimum Qualifications

Knowledge, Skills And Ability

- Thorough knowledge of the principles and practices of public library functions
- Considerable knowledge of the principles and practices of public administration as applied to a public library, and the use of computers in libraries
- Ability to administer the activities of a public library and to supervise the work of others.
- Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies and the general public.
- Ability in oral and written communication.

Physical Requirements
Must be able to communicate with patrons, must be able to respond to visual prompts on the computer terminal, must be able to shelve and/or retrieve books from top and bottom shelves, may need to climb stairs to balcony and basement at branch library, and may need to carry loads up to 30 pounds. Must provide own transportation in the conduct of duties.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.

Experience And Training
This position requires a four year college degree preferably in Library Science plus three years
of progressively responsible library experience. Supervisory and computer experience is preferred.

Revised 5/01 Chairman, Town Council

Audiovisual Librarian Job Descriptions

Assistant Librarian - Audiovisual Specialist

Town Of Groton

Position Definition
Supervises the delivery of information services via audiovisual technology. Plans and produces promotional, training, educational, informational and documentary non-print materials for the library, Town departments and for local groups. Trains library staff and Town department staff in the utilization of audiovisual equipment and materials.

General Duties
Supervises, trains and evaluates staff assigned to the Audiovisual Department (AV). Develops and evaluates services and makes recommendations regarding changes in services and delivery. Plans, organizes and assigns work to staff. Submits budgets for review and approval. Selects and purchases materials, equipment and supplies. Oversees maintenance and repair of equipment and materials. Remains current regarding new developments in the production of audiovisual materials and in the provision of audiovisual services in other public libraries, media centers and agencies and makes recommendations regarding applications for local use. Oversees AV equipment loan to library patrons and Town departments. Instructs on usage of audiovisual equipment. Maintains library's in house video collection. Recommends non-print materials to be purchased for circulating collection. Reviews public/Town proposals regarding production of audiovisual materials and makes recommendations regarding library participation in production. Heads library video production team. Edits and authors scripts for video productions. Plans videotaping and final editing of productions. Liaison for library and Town departments to local cable television, citizens cable access action groups and other organizations interested in AV technologies. Performs additional duties as directed.

Supervised By
Receives general supervision from Library Services Coordinator or designated Department supervisor.
Qualifications Profile
The skills and knowledge required would generally be acquired with a Bachelor's Degree or a Master's Degree in Education, Instructional Technology, Library Science with a concentration in non-print media or Television/Broadcasting/Mass Communications and two years related experience including at least one year of supervisory experience. Knowledge of AV resources for use in library and municipal settings. Knowledge of copyright laws is desirable. Schedule flexibility is needed as evening and weekend hours may be required.

License or Certificate
Valid Motor Vehicle Operator's License.

Career Possibilities
Promoted From: Library Assistant (AV/Tech)
Promoted To: Librarian

Department Head Audiovisual Services
Russell Library

Position Definition
Plans, organizes and supervises the operations and services of all audiovisual services of the Library, including the acquisition and maintenance of materials and equipment, the training and development of staff in the use of equipment and in the knowledge of audiovisual services and opportunities, and leads in direct services to patrons; and coordinates activities with other unit heads.

General Duties
Receives oral and written direction from the Library Director and/or the Assistant Director.

Establishes priorities in work assignments.

Assigns work to professional and support staff as needed.

Assists the Director in near term and long range planning for the acquisition of audiovisual materials and on the use of audiovisual technology in providing educational, cultural and recreational activities and opportunities for library patrons.

Participates in library special projects as required or as necessary, oversees and coordinates the use and circulation of audiovisual media.

Prepares and arranges audiovisual programs for presentation to groups.

Assists patrons planning audiovisual programs on content, utilization and technical matters.
Trains, schedules, supervises and evaluates assigned staff.

Provides audiovisual development and training opportunities for all staff members.

Coordinates the selection, purchase and lease of 16mm films, audio or video cassettes, compact discs and records.

Receives recommendations for purchase of materials from staff members and patrons.

Arranges for the circulation of new materials and the removal of outdated or damaged materials.

Evaluates audiovisual equipment and prepares specifications for purchase of equipment.

Oversees maintenance of audiovisual equipment.

Maintains booking/cataloging systems for the various media.

Programs feature films for the adult community.

Serves as library's representative to AV-oriented professional associations, advisory groups and meetings.

Provides professional library advice and services to members of the public.

Prepares narrative and statistical reports for the Assistant Director and Director.

Reports goals achieved to the Director.

Additional Duties

Participates in department head meetings.

Attends Library Board meetings as required.

Participates in book selection and development.

Performs duties in other units as required. Works evenings and Saturdays as needed.

Interprets library rules and policies.

Supervised By

Receives general supervision from the Library Director and the Assistant Director.

Qualifications Profile
The skills and knowledge required would be acquired with a Master's Degree in Library Science and four years of progressively responsible library work, preferably in media.

A working knowledge of audiovisual equipment and materials, including basic maintenance.

A working knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.

Ability to apply principles of library administration to situations where only limited standardization exists.

Ability to relate well to library patrons and co-workers.

Ability to communicate effectively, orally and in writing.

License or Certificate
Not applicable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Audio/Visual Materials Manager

Wilton Library

Summary of Responsibilities:
Responsible for building, processing, and maintaining of audiovisual collection.

Reports to:
Library Director

Education and Training Required:
Holds a Bachelor's degree from an accredited university or college. A background in film and music is desirable, as is an understanding of technical services procedures. Attends A/V roundtables and workshops in order to keep abreast of new developments in media technology.

Duties/Responsibilities:

With other members of the audiovisual selection committees, selects materials regularly scheduled meetings based on extensive reading of reviews and keeping current with new and/or high quality audiovisual materials.
Orders materials within budgetary guidelines and based on our collection development policies from a variety of vendors, entering information into the Dynix Acquisitions Module and tracking the status of the ordered items all the way through to invoice.

Catalogues materials, using the Dynix Cataloguing Module, retrieving bibliographic records from OCLC, creating original MARC records as necessary, and entering holdings records.

Processes materials, physically preparing them for public use

Repairs materials in the collection, ordering replacement parts as necessary.

Oversees the creation and regular maintenance of audiovisual lists used by the public to access the collection.

Creates signage and displays for the audiovisual collection.

Oversees volunteers and staff assisting in audiovisual materials processing.

Acts as liaison to Music Committee, communicating with its chairman, scheduling monthly meetings, and ordering music CDs approved for purchase.

Attends monthly staff meetings and monthly training sessions (the latter, as appropriate).

Performs additional duties as required to insure excellence of the collection and provide optimum access for patrons.

Hours:
Full-time position. 35 hours per week.

revised 8/02

Automation/Technology Librarian Job Descriptions

Coordinator Of Library Automation

City Of Danbury
General Statement
Supervises, plans, recommends, analyzes and coordinates the automation, communication and on-line systems within the Library.

Duties and Responsibilities

- Supervises the daily operation of the Library's automated systems and workstations, remaining on call at all times.
- Responsible for design, implementation, integration and daily operations of the Library's automation and communication systems, including the Innovative Interfaces system, LANs, Web server, Internet access, telecommunications and related evolving systems.
- Develops and recommends policy and procedures for use of computers and computer systems.
- Oversees training and instruction of staff on computer services and evaluates performance.
- Keeps current of all new technological procedures, processes and equipment.
- Compiles and interprets statistics and prepares reports.
- Designs, plans, implements and evaluates the present and future automation needs of the Library, making recommendations for implementation to the Administration.
- Coordinates library-wide training on use of automated systems, creating in-house documentation as needed.
- Monitors all system functions and is responsible for proper operation.
- Communicates regularly with vendors.
- Attends professional meetings.
- Performs other reasonable duties as required.

Minimum Qualifications & Requirements

Knowledge/Skills/Ability

- Strong verbal and written communication skills
- Ability to work with the technical jargon and translate that to the library workplace
- Good teaching skills
- Strong visionary skills to seek innovative uses of technology to further library service goals
- Ability to handle multiple priorities
- Demonstrated strong abilities with Microsoft software, Windows and NT server software

Experience
Three (3) years proven experience working with automated systems preferably in a public library setting.
Training and Education
An MLS from an ALA accredited school and three (3) years experience with technology OR a Bachelor's Degree in a field consistent with the responsibility of the position and three (3) years of experience preferably in a public library setting.

Supervision Received
Works under the general supervision of the Director.

Library Computer Technician
City Of Danbury

General Statement
This person is responsible for providing the technical support needed to operate the automation, communication and on-line systems within the Library.

Duties and Responsibilities

- Operates the Library's automation and communication systems including the Innovative Interfaces system, LANs, Web server, Internet access and telecommunication systems.
- Performs necessary repairs and maintains a log of computer-related problems.
- Assists with the design and implementation of future automation needs of the Library.
- Installs and configures computer hardware and software.
- Responsible for maintaining inventory of hardware and software.
- Generates monthly statistical reports.
- Instructs staff on computer services and systems operations.
- May be on call for assistance as long as Library is open to the public.
- Attends meetings and training courses as needed to remain current with the changing technology.
- Performs other reasonable duties as required.

Minimum Qualifications & Requirements

Knowledge/Skills/Ability

- Strong knowledge of personal computers including IBM and Mac
- Strong knowledge of LANs, CD-ROM's and web servers particularly in the Windows NT environment
- Ability to troubleshoot hardware and software problems
- Ability to set up all aspects of a computer
- Ability to install software
- Knowledge of the internet, Microsoft Office, Windows 95 and NT server software
- Good communication skills
- Ability to work independently
Experience
Three (3) years proven experience with computers.

Training and Education
A two (2) year degree.

Supervision Received
Works under the general supervision of the Coordinator of Library Automation.

Library Computer Technician
Russell Library

Position Definition
Assists in maintenance and use of both public and staff computer equipment of various types, assists patrons and staff in use of software and computer-related tasks.

General duties
- Receives oral or written instructions from Assistant Director, professional librarians, or department heads.
- Establishes priority of tasks.
- Assists staff and patrons in use of personal computer equipment and software.
- Assists patrons and staff in LION Public Access Catalog use and in Internet use.
- Cleans, inspects, and evaluates problem equipment or printers.
- Performs minor repairs or upgrades; installs software, equipment, or expansion boards.
- Reports problems or needs to Assistant Director and prepares written reports as necessary.
- Reports work accomplished to supervisor.
- Schedules and performs backups of public and staff PCs.
- Restores or repairs damaged files as possible.
- Assists in training of software or hardware use.
- Reads manuals and self-trains in order to acquire in-depth knowledge of library-supported software and equipment.
- Attends workshops and training as required.
- Assists in selection of computer hardware, software and supplies as requested
- Inventories equipment and computer-related supplies.
- Maintains spare equipment and parts.
- Organizes and stores computer disks and spare parts.

Additional duties
- Assists departments in various computer-related projects as time allows with the approval of the Assistant Director.
• Prepares equipment or software for pickup or shipping.
• Performs related tasks as assigned by supervisor.

Supervised By
Receives general supervision from the Assistant Director.

Qualifications Profile

• The skills and knowledge required would generally be acquired with a high school diploma and post-secondary training and/or experience in computer equipment and Software.
• Problem-solving and mechanical ability.
• An interest in computers.
• Ability to communicate with staff and public at a non-technical level.
• Ability to relate to staff and public in a cooperative and courteous manner.
• Ability to acquire and keep current skill at computer operation, maintenance, and minor repair.
• Ability to lift and carry equipment weighing up to 30 pounds.

License or Certificate
Not Applicable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Gateway Center Assistant
Russell Library

Position Definition

• Schedule and oversee public use of computer equipment in the Gateway Center.
• Assist users with software and computer-related tasks.
• Assist users of microform equipment.

General Duties

• Assist users and staff on public computer equipment and software, Public Access Catalog, and the Internet.
• Schedule public use of computers.
• Clean and inspect equipment, replace printer cartridges or toner, and load paper in various types of equipment.
• Report equipment problems to Gateway Center Manager.
• Maintain record of daily use.
• Request periodicals from storage.
• Retrieve and refile microforms.
• Maintain inventory of equipment and supplies and submit requests for replacements.
• Ensure Library policies and procedures are followed.
• Oversee use of the Gateway Center in absence of supervisor.
• Perform related tasks as assigned by supervisor.
• Supervised By Gateway Center Manager.

Qualifications Profile
High school diploma and experience with computer equipment and software.

Knowledge, Skills and Abilities
• Ability to communicate with staff and public in a cooperative and courteous manner.
• Knowledge of Microsoft Office software, Windows, and the Internet.
• Ability to keep current in skills in computer operation and maintenance.
• Ability to lift and carry equipment weighing up to 40 pounds.

License or Certificate
Not Applicable.

Approved by Board of Trustees 11/10/98

Gateway Center Manager
Russell Library

Position Definition
• Supervise use of Center.
• Assist users with computer equipment and software and microform equipment.
• Supervise maintenance of computers and microform equipment.

General Duties
• Assist users on computer equipment and software, Public Access Catalog, and the Internet.
• Develop forms for recording use, analyze use patterns, and recommend changes needed.
• Schedule and supervise Center staff.
• Schedule public use of computers.
• Clean and inspect equipment and evaluate problems for further maintenance.
• Report equipment problems to Head of Technology Services and prepare written reports.
• Assist in training of software or hardware use or assist in other computer projects with approval of supervisor.
• Read relevant publications and attend training workshops.
• Organize and maintain inventory of equipment and supplies for Gateway Center area.
• Ensure Library policies and procedures are carried out.
• Prepare equipment or software for pickup or shipping.
• Request periodicals from storage.
• Participate on staff committees.
• Perform related tasks as assigned by supervisor.
• Supervised By Head of Information Services.

Qualifications Profile

• High school diploma and computer-related post-secondary training.
• Three years experience in public libraries with computer equipment and software.

Knowledge, Skills and Abilities

• Ability to communicate with staff and public on a non-technical level and with staff and public in a cooperative and courteous manner.
• Knowledge of Microsoft Office software, Windows, and the Internet.
• Ability at a beginning level to load and troubleshoot software and provide computer equipment maintenance.
• Problem-solving and mechanical ability.
• Ability to keep current in skills in computer operation and maintenance.
• Ability to lift and carry equipment weighing up to 40 pounds.

License or Certificate
Not Applicable.

Approved by Board of Trustees 11/10/98

Head of Technology Services
Russell Library

Position Definition

• Implement library-wide technology as planned by Technology Task Force.
• Supervise Technical Services Department and staff assigned to computer technical support.
• Oversee and train designated staff throughout the Library in routine computer troubleshooting and maintenance.
• Participate on Technology Task Force in planning Library-wide technology.
• Participate in Library-wide planning.
• Coordinate activities with Assistant Director and other Department Heads.

General Duties

• Coordinate functionality and maintenance of Local Area Network and related computer equipment through troubleshooting and development of documentation.
• Establish preventive maintenance, security, backup and disaster recovery procedures.
• Make budget recommendations for, and administer the approved budget of, the department.

Additional Duties

• Participate on staff and automation consortium committees.
• May participate on library-wide public service team, including evenings and Saturdays.
• May participate in collection development and maintenance.
• Attend Library Board meetings as required.
• Supervised By Director and/or Assistant Director

Qualifications Profile

• Master's degree in library or information science from ALA-accredited institution.
• Strong experience in library technology.
• Five years of progressively responsible professional experience in a library or information science organization, including three years as a supervisor.
• Continuing learner in library technology.
• Working knowledge of bibliographic data base management and Technical Services operations.

Knowledge, Skills and Abilities

• Knowledge of Microsoft software, Windows, NT server software, and the Internet.
• Ability to load and troubleshoot software and provide equipment maintenance at an intermediate level.
• Strong skills in communicating to staff and the public how to use computer equipment, software, the Internet, and microform equipment.
• Ability to produce written documentation.
• Ability to work effectively with staff and users.

License or Certificate
Not Applicable

Approved by Board of Trustees 9/8/98
Head of Systems Librarian

Wilton Library

Summary of Responsibilities:
Coordinates the planning, development, implementation, operation and maintenance of the library's automated systems and services.

Education and Training Required:
Holds a Master of Library Science degree (or its equivalent) from an accredited university or college. Attends appropriate continuing education workshops and conferences. Reads professional journals to remain abreast of developments in the profession.

Reports to:
Library Director

Duties/Responsibilities:

Coordinates strategic planning for technology, including defining needs and goals, evaluating and recommending solutions, planning and managing the technology budget, and establishing maintenance, security, and disaster recovery procedures.

Serves as systems administrator for Library's local area network, including installation, maintenance, security, backup, upgrade, repair, and monitoring of Windows NT servers, software, and network hardware.

Administers Library's collection management system including installation, upgrades, backups, performance monitoring, and day-to-day maintenance of hardware and software.

Manages Library's Web services including management of Windows NT/IIS Web server and staff email server, creation/maintenance of the Library's Web site and Web-based interface to the online catalog, and implementation of new services as needed.

Develops/recommends policies and procedures for public and staff use of technology.

Aids in the training of staff on new technology as necessary.

Manages desktop systems including purchase, installation, upgrade, repair, and routine maintenance for staff and public functions.

Acts as liaison with automated systems vendors, hardware and software vendors and telecommunications vendors.

Compiles and interprets statistics and prepares reports.
Maintains software and equipment inventory.

Acts as Adult Reference Librarian as necessary.

Attends weekly meetings of the reference staff, monthly staff meetings, and monthly training sessions (the latter, as appropriate).

Performs other duties as necessary to insure the smooth operation of the Library's automated systems and services.

Hours:
Full-time position. 35 hours per week.

revised 8/02

Branch Librarian Job Descriptions

TOWN OF ENFIELD
LIBRARY DEPARTMENT
BRANCH LIBRARIAN

GENERAL STATEMENT OF DUTIES: Under the direction of the Library Director is responsible for the diversified library work necessary for the smooth operation of the Branch Library. Responsible for the selection and cataloging of all Adult and Juvenile materials, as well as the assignment of Dewey Decimal identification, and creating MARC records per Molli library system. Responsible for overseeing entire circulation activity, including the issuing, return and record keeping procedures of the Branch Library. Assigns job tasks to the library page. Assists patrons in selection and location of services and books. Does related work as required.

SUPERVISION RECEIVED: Works under the supervision of the Director of Libraries who issues instructions regarding work assignments and who reviews work for conformance to instructions, department rules and procedures.

SUPERVISION EXERCISED: Issues instructions to one Library Page and one Custodian.

ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; administration of the Branch Library under the direction of the Library Director; electronic ordering of all Adult and Juvenile books and library materials; classifies catalogs, creates MARC records for books, periodicals and other library materials via Dewey Decimal system; selects Adult and Juvenile books and
materials for Branch and determines within general parameters which materials should be discarded or replaced; maintains records of purchases; use of computer for all library cataloging and circulation functions; instructs patrons in use of computers available to the public; teaches and promotes use of the "CONNECT SYSTEM;" answers reference questions in person and by telephone; assigns job tasks to page; performs all circulation functions.

OTHER JOB FUNCTIONS: Other duties as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to finger, handle, feel or operate objects, tools or controls; talk and hear. The employee is occasionally required to climb, balance, kneel, crouch, reach with hands and arms; stand, walk, grasp objects with fingers.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performs complex tasks requiring independent knowledge and its application to non-routine situations.

The noise level in the work environment is generally quiet. May be expected to dust, fluctuation in inside temperature and electromagnetic radiation from the computer screen.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of library reference and cataloging methods; knowledge of bibliographic sources of information; knowledge of the purchase of library books and materials; considerable ability to make decisions in working toward assigned objectives, at times adapting or modifying work methods and standards to meet controlling conditions; ability to keep routine records and make routine reports involving the presentation of facts, data, etc. Knowledge of electronic purchasing skills; knowledge to create "Marc" records per "Molli" library system; knowledge of "CONNECT" system and its uses, and ability to convey this to the public.
PERSONAL ATTRIBUTES: Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

EXPERIENCE AND TRAINING: Requires Bachelor's Degree in Liberal Arts plus two (2) years related library experience.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Revised: 2/1/99

Children's Department Clerk Job Descriptions

Library Technical Assistant
Children's
Russell Library

Position Definition
Performs responsible and varied para-professional library duties and clerical-administrative work in Children's division; assists children, students and parents in using library services and facilities; and coordinates special division activities.

General Duties

- Receives oral or written instructions from the Head of the Children's Division or from a professional librarian.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Allocates work to library pages.
- Participates in near-term and long-range planning of children's programs.
- Suggests purchase of books, publications, documents, audio-visual equipment and other materials.
• Organizes, coordinates and carries out storytelling, school visits, and other educational, cultural and library oriented recreational programs for pre-school and school aged children.
• Involves parents, teachers and adult volunteers in programs.
• Provides individual instruction in the use of library services and facilities, including search of catalog files, use of reference sources, and related information.
• Supervises children in regular visits to library.
• Assists children in locating materials and information for research or study projects.
• Assists students in use of audio-visual equipment and materials.
• Operates equipment as needed.
• Prepares exhibits of books, materials and audio-visual equipment.
• Prepares posters, bulletins, and newsletters to promote use of library and facilities.
• Uses computer terminal in entering and retrieving information in library database and automated accounting systems.
• Prepares lists, reports, and other information.
• Coordinates purchase or ordering of books and materials.
• Participates in inventory of books and materials.
• Prepares narrative and statistical reports for supervisor.
• Reports work accomplished to supervisor.

**Additional Duties**

• Performs routine library services.
• Assumes responsibility for unit or program in temporary absence of a librarian.
• Responds to inquiries from parents, vendors, and others.
• Sets up and maintains unit office files.
• Types routine correspondence.
• Performs related tasks as assigned.

**Supervised By**
Receives general supervision from the Head of Children's Services and task direction from a professional librarian.

**Qualifications Profile**

• The skills and knowledge required would generally be acquired with an Associate's Degree in Library Science, three years experience in public library work, including two years in a children's unit or a school library, or any equivalent combination of experience and training.
• Ability to apply principles of library administration to resolve practical problems.
• Ability to acquire a working knowledge of regulations and procedures pertaining to library responsibilities.
• A working knowledge of children's literature; library reference methods and procedures; and school reading programs.
• Ability to develop public relations materials, including newsletters and posters.
• Ability to relate in a friendly and open manner with children and parents.
• Ability to present ideas, provide instruction, and to perform story-telling and other presentations.
• Ability to type accurately.
• Ability to maintain accurate files and records.
• Ability to perform accurate mathematical computations.
• Ability to deal cooperatively with others.
• Ability to acquire skill to operate word and data processing equipment.

License or Certificate
Not Applicable

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

TOWN OF MONROE
JOB DESCRIPTION
ASSISTANT CHILDREN'S LIBRARIAN

Department: Library

Position Overview: Under the supervision of the Children's Services Librarian, performs responsible and varied paraprofessional, technical, and clerical work for the Children's Department. This includes circulation services, reference and reader's advisory guidance, technical services, and children's programming. Supervises the Children's Department in the absence of the Children's Services Librarian.

Primary Responsibilities:

• Understands and is able to perform all jobs related to lending library materials, registering patrons, receiving and processing reserves and system-level hold requests, collecting and recording fines and fees, and handling the bookdrops and people counters
• Works with the Circulation Services Manager to identify and retrieve overdue materials and to obtain interlibrary loans
• Assists the Children's Services Librarian in providing reference and reader's guidance to children, parents, and teachers; assists and instructs patrons in using library services, equipment, and facilities
• Assists in planning and conducting story hours and other children's programs
• Assists in selecting materials for acquisition and withdrawal, as assigned
• Places orders for new children's books and audiovisual items, receives shipments, and checks in newly-acquired materials
• Catalogs and classifies library materials; maintains an accurate, up-to-date database of library holdings; and physically processes items being added to and withdrawn from the collection
• Repairs or returns damaged materials, as appropriate; prepares materials for shipment to the bindery
• Maintains the Children's Department magazine collection: submits to the Cataloger titles approved for order or cancellation and claims for undelivered issues, and checks in magazine issues received by the Children's Department
• Maintains statistics on Children's Department activities, and provides periodic reports of same, as directed
• Assists in preparing bibliographies, flyers, bulletin boards, displays, and publicity for the Children's Department
• Assists the Children's Services Librarian in training and overseeing the work of staff and volunteers assigned to the Children's Department
• Works with staff and volunteers to shelve, shelfread, and shift in the Children's Department stacks; straightens magazines, displays, furniture, and collections as needed
• Inventories and reports department supply needs to the Children's Services Librarian
• Supervises the Children's Department in the absence of the Children's Services Librarian

Additional Responsibilities:

• Attends professional and community meetings, workshops, and conferences, as required
• Assists with circulation, reference, and technical services in the Adult Department, as needed
• Supervises all library operations on occasion, as assigned
• Performs other duties, as assigned

Supervision Received: Receives direct supervision from the Children's Services Librarian and general supervision from the Library Director

Supervision Exercised: Under the direction of the Children's Services Librarian, and in the absence of same, supervises staff and volunteers assigned to the Children's Department

Required Knowledge, Skills, and Abilities:

• Thorough knowledge of public library services and programs
• Possesses a solid general education and especially familiar with children's literature and resources
• Comfortable working with children
• Ability to interact courteously and effectively with the public, with the library's business contacts, and with other staff
• Ability to organize work for efficient use of time
• Ability to word process and type with reasonable speed and exceptional accuracy
• Ability to keep records accurately
• Strong oral and written communications skills
• Understands the latest cataloging and classification rules, plus library processing conventions
• Ability to understand and interpret library policies, procedures, and rules

Minimum Qualifications: Bachelor's Degree required. A minimum of 2 years' experience working with children's library services, children's literature and reference resources, and online searching preferred. Familiarity with automated integrated library systems desirable.

Physical Requirements:

• Ability to move and/or lift materials up to 25 pounds
• Ability to push a loaded book truck weighing up to 300 pounds
• Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
• Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
• Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
• Vision and hearing at or correctable to "normal ranges"
• Occasionally required to attend off-site meetings
• Occasionally exposed to outside weather conditions

Children's Services Assistant

Wilton Library

Summary of Responsibilities:
Participates in all functions of the Children's Services Department.

Education and Training Required:
Holds a Bachelor's Degree from an accredited university or college (a Master of Library Science degree from an accredited university is strongly recommended, but not required). Has experience in working with and presenting programs for children.

Reports to:
Head of Children's Services

Responsible to:
Library Director
Duties/Responsibilities:
Reads professional journals and catalogs and participates in weekly meetings to select materials.

Weeds specific Dewey sections in non-fiction and certain areas in other parts of the fiction collection, including picture books and easy readers.

May order materials and process invoices using the Dynix Acquisitions Module.

May receive and catalogue materials.

Conducts weekly story time sessions for a particular age group.

May conduct special crafts and reading programs.

Assists in doing book displays and bulletin board displays periodically.

Performs Children's Services desk duty, assisting patrons with check out and answering reference questions as required according to department schedule.

Assists in the maintenance of the Children's Services pages of the Library's website.

Attends monthly staff meetings and other meetings and training as needed.

Performs outreach involving special projects including working with the school librarians, grant programs, PTA Reflections contest, nursery school story times.

Performs other duties as required to insure the smooth operation of the Children's Services Department and the provision of excellent customer service.

Hours:
Full-time (35 hours per week) or part-time (up to 25 hours per week.) position.

revised 8/02

Library Assistant/Children's Services

Woodbridge Town Library

Position Objectives
Working with the Children's Librarians performs a variety of tasks related to the operation of Children's Services.
Reporting Relationships
Reports to Head of Children's Services.

Typical Duties
Duties may include the following

- Works at the information desk; schedule includes evening and Saturday hours.
- Reserves, shelves and maintains library materials. Must be able to move 50 pounds of library materials or equipment.
- Monitors public use of library facilities and assists patrons in location of library materials and equipment.
- Assists with use of computer programs and the online public access catalog.
- Refers reference questions to professional staff.
- Responds to telephone inquiries about library programs and services.
- May present story times or other types of programs when scheduled and assists librarians in the preparation of all children's programs.
- Helps with art work in the department and prepares flyers and posters.
- At closing: clears tables of all materials and puts toys and puzzles away in preparation for custodian.

Desired Knowledge, Skills And Abilities
Bachelor's Degree preferred. Basic knowledge of general office procedures. Basic knowledge of standard library equipment (i.e. automated circulation system, public access computers, CD-ROM work stations, etc.). Computer skills preferred. Ability to communicate effectively and courteously; ability and desire to serve the public of all ages. Excellent customer service skills. Ability to work effectively with colleagues. Knowledge of basic library materials, policies and procedures as found in the library personnel manual and the Town of Woodbridge employee manual.

4/01

Children's Librarian Job Descriptions

Children's Librarian

Town Of Bloomfield
General Description
This is very responsible administrative and technical librarian work involving the supervision of the children's library service.

Work involves the responsibility for supervising the children's service staff, coordinating with other library services and directing children's library programs. Duties include selecting materials for the children's collection, monitoring behavior of children, maintaining collection, and training staff. This position is also invested with making professional-level library technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of the public library field, particularly as it relates to children's library services.

Supervision Received
Works under the direction of the Director of Library Services.

Examples Of Duties

- Directs and supervises the operations of the children's library service; makes assignments to staff; trains and evaluates staff.
- Coordinates children's service operations with other library services and functions, develops programs and services to meet specific needs of children.
- Provides reference service to children and teachers and provides reader's advisory service.
- Assists in preparing the annual budget, particularly as it relates to the children's service and needs.
- Evaluates materials and services and assists in the selection of materials for library acquisition.
- Assists in promoting library use, especially programs and services of the children's service.
- Prepares and presents library programs and supervises program presentation by subordinate staff.
- Monitors the conditions of the children's service area and the security of the children's collection and area.
- Meets with members of the library and others in order to coordinate activities and exchange information.
- Assists in drafting children's library service policy, as assigned.
- Represents the library on children's services committees and serves as the authority on children's service. Acts for the Director of Library Services in the Director's absence. Performs related work as required.

Knowledge, Skills And Abilities

- Considerable knowledge of the principles and practices of public library functions.
- Considerable knowledge of the needs and abilities of children and the available library materials and services.
Good knowledge of the principles and practices of public administration as applied to a major library service.

Considerable ability in oral and written communications.

Considerable ability to administer the activities of a children's library service and supervise the work of others.

Considerable ability to develop short and long-term development and operations plans and programs for a children's library service.

Good ability to make decisions in an environment of limited resources and competing claims.

Considerable ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public.

Qualifications
A Master's Degree in Library Science from an accredited college or university plus three years of progressively responsible library administration experience, including one year in a supervisory or lead capacity in a children's library service, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Special Requirements
None.

Revised 9/93

TOWN OF ENFIELD
COORDINATOR OF CHILDREN’S SERVICES

GENERAL STATEMENT OF DUTIES: Plans, promotes and implements special programs for children, generally preschool to sixth grade, using ideas derived from books, other libraries and through personal contact. Prepares and issues flyers and press releases. Periodically confers with school principals and teachers. Covers circulation desk as required, as well as other related library duties. Selects juvenile audiovisual materials.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Libraries within general procedural and policy guidelines.

SUPERVISION EXERCISED: Oversees special assistants generally during summer months.

ESSENTIAL JOB FUNCTIONS: Plans, promotes and implements special programs for children, generally preschool to sixth grade using ideas derived from books, other libraries and through personal contact; prepares and issues flyers and press releases; periodically confers with school principals and teachers; responsible for a variety of diversified activity including: conducts story hours; selects and presents films; plans special programs; prepares press releases; selects and orders special books and materials; prepares reading lists; provides reference aide.
**OTHER JOB FUNCTIONS:** Covers circulation desk as required; selects juvenile audiovisual materials; performs other duties as required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to climb, use hands to finger, grasp, handle, feel or operate objects, tools or controls, talk or hear. The employee is frequently required to stoop, reach with hands and arms, stand, and walk.

Hand-eye coordination necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs complex tasks requiring independent knowledge and its application to non-routine situations.

The noise level in the work environment is generally quiet. May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in a computer screen.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of library reference and cataloging methods; knowledge of bibliographies sources of information; considerable initiative in devising new and original children's programs; ability to work well with children, both individually and in groups; ability to deal effectively with parents, teachers and school principals. Must be proficient in the use of the computer and have the ability to teach students use of CONNECT system and local area network.

**PERSONAL ATTRIBUTES:** Ability to deal with associates and the public in a courteous manner, ability to communicate well with individuals; neat personal appearance; emotionally stable; initiative; judgment; pleasing manner.

**EXPERIENCE AND TRAINING:** Requires Bachelor's Degree plus two years' specialized library experience. Master's of Library Science Degree preferred.
This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities which comprise this position.

TOWN OF ENFIELD
LIBRARY DEPARTMENT
HEAD CHILDREN/TEEN SERVICES LIBRARIAN


SUPERVISION RECEIVED: Works under the general supervision of the Director of Libraries within general procedural and policy guidelines.

SUPERVISION EXERCISED: Directly supervises the Coordinator of Children's Services, Children/Teen Librarian and Library Assistants as assigned.

ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; supervises all aspects of children's and teen services; handles children and teen collection development; manages children and teen programming including the work of the Children's Coordinator; manages Pearl Street homework/computer center; outreaches to the schools and community groups for children and teen services.

OTHER JOB FUNCTIONS: Performs other duties as necessary.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, feel, or operate objects, tools or controls and hear or talk. The employee is occasionally required to climb, balance, stoop, kneel, and crouch.

Hand-eye coordination is necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee performs complex tasks requiring independent knowledge and its application to non-routine situations.

Noise level in the work environment is generally quiet. May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in a computer screen.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of professional library methods, as well as children’s and teen literature and reference resources and practices; highly self-motivated, creative and flexible with the ability to prioritize tasks and work independently; ability to work with children and teens both individually and in groups; ability to deal effectively with parents, teachers and school principals. Must be expertly proficient in the use of the computer, especially with regards to web and bibliographic resources.

**PERSONAL ATTRIBUTES:** Ability to deal with associates and the public in a courteous manner with excellent interpersonal skills, ability to communicate well with individuals; neat personal appearance; emotionally stable; must demonstrate initiative and good judgement; pleasing manner.

**EXPERIENCE AND TRAINING:** Requires Master's Degree in Library Science, plus four years of specialized library experience. Must have supervisory experience.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Adopted: 2/7/01

Librarian III  
Coordinator Of Children's Services  
Town Of Hamden

Position Description  
Plans, organizes and supervises library program for pre-school, elementary, and young adult library users; participates in short and long range planning for children and general library programs; coordinates activities with other unit heads; and assists patrons in the selection and use of library materials.
Supervision Received
Receives policy direction from Director and/or the Head of Public Services. Reports to Head of Public Services.

Supervision Exercised
Supervises Children's Dept. staff.

General Statements & Examples Of Duties

- Develops and interprets children's services policies.
- Coordinates program planning and service delivery for the department.
- Develops and conducts programs for children, young adults and parents which encourage reading, viewing and listening skills and the use of library facilities and materials.
- Provides training, supervision and leadership to professional staff, library assistants, clerks and volunteers. Supervises and evaluates all children's services staff.
- Participates in near-term and long-range planning for the department, including budget forecasting. Coordinates unit staff review of programs, services and policies for evaluation and improvement.
- Coordinates program planning with school librarians to ensure complementary services to students. Serves as liaison to other community agencies serving children.
- Preparers materials to publicize the services and resources of Children's Department.
- Prepares regular reports for the Library Director.
- Maintains awareness of trends in youth services and of issues affecting youth. Attends meetings and participates in professional library organizations.
- Prepares reading lists for school and community distribution.
- Performs duties in other library divisions and participates in library special projects as needed.

Minimum Experience And Training
Master's Degree in Library Science, and a minimum of three (3) years responsible experience as a professional librarian in children's services, including one year in a supervisory capacity.

Skills, Knowledge, And Abilities

- Extensive knowledge of current trends in library service to children.
- Knowledge of children's literature and materials.
- Programming skills.
- Ability to work with children.
- Demonstrated ability to develop and implement services to children.
• Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.
• Knowledge of the principles of library administration, including collection development, planning, coordination and budgeting.
• Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.
• Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
• A working knowledge of computer applications for library services.
• Ability to work effectively with library staff and library patrons.

Note: The description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility.
The town of Hamden is an equal opportunity employer. Female & minority candidates are encouraged to apply.

TOWN OF MONROE
JOB DESCRIPTION
CHILDREN'S SERVICES LIBRARIAN

Department: Library

Position Overview: Under the supervision of the Library Director, performs responsible and varied administrative and professional library work related to planning, organizing, and directing the activities of the Children's Department, which serves patrons ranging in age from pre-school through grade 6. Supervises the entire library, including personnel and facilities, in the absence of the Library Director.

Primary Responsibilities:

• Trains and supervises staff and volunteers assigned to the Children's Department; makes job assignments and verifies that assignments are carried out properly
• Schedules Children's Department staff and volunteers
• Evaluates the work performance of Children's Department staff and volunteers
• Assists the Library Director in budgeting for the collections, services, and programs of the Children's Department
• Submits to the Library Director purchase order requisitions for Children's Department materials, equipment, and other proposed purchases; verifies and refers to the Library Director for payment invoices for Children's Department orders
• Selects materials for acquisition and withdrawal from the children's print and non-print collections; supervises the organization, maintenance, preservation, withdrawal, and disposal of materials
• Provides reference and reader's advisory guidance to children, parents, and teachers
• Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities
• Plans, organizes, and supervises story hours and other programs for children in order to encourage reading, viewing, and listening of library materials and to help create lifelong library users; provides library service to the elementary schools and community through programs such as class visits, summer reading events, etc.
• Creates bibliographies, user guides, promotional materials, and publicity spotlighting Children's Department collections, services, and programs
• Creates displays to enhance the library experience and to promote use of library resources
• Maintains knowledge of the automated circulation and technical services systems and assists with circulation and technical services tasks, as needed
• Prepares regular narrative and statistical reports for the Library Director
• Interprets library policies and procedures to the public in a customer-friendly manner

Additional Responsibilities:

• Identifies reading trends among junior patrons
• Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to children's library services
• Serves on professional and community committees, as requested, to advance the library and the library profession
• Performs other duties, as assigned

Supervision Received: Receives general supervision from the Library Director

Supervision Exercised: Supervises all staff and volunteers assigned to the Children's Department

Required Knowledge, Skills, and Abilities:

• Thorough knowledge of public library services and programs
• Possesses a solid general education and is especially familiar with children's literature and resources
• Committed to excellence in customer service
• Strong oral and written communications skills
• Ability to understand and interpret library policies, procedures, and rules
• Comfortable working with children, parents, caregivers, and educators
• Ability to work independently
• Ability to organize work for efficient use of time
• Ability to interact courteously and effectively with library staff and volunteers, the library's business contacts, town employees, and the general public
• Ability to initiate, organize, and follow through on programs, services, and projects
• Solid knowledge of current trends and developments in the library profession and in children's library services
• Thorough knowledge of children's library resources: print, non-print, and electronic
• Working knowledge of public relations procedures
• Experience in collection development and programming for children
• Ability to represent the library at professional and community meetings

Minimum Qualifications: Master's Degree in Library Science from an ALA-accredited institution required. Minimum of 3 years experience working with children's library services, children's literature and reference resources, and online searching preferred. Some supervisory experience necessary.

Physical Requirements:

• Ability to perform duties in an office environment
• Ability to work in an environment subject to continuous interruptions and background noises
• Ability to work under stress from deadlines, public contact, and changing priorities, and conditions
• Ability to operate computers with proficiency using library software, word processing, and the Internet
• Ability to view a computer monitor and/or operate a keyboard for extended periods of time
• Ability to move and/or lift materials up to 25 pounds
• Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
• Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms
• Vision and hearing at or correctable to "normal ranges"
• Ability to read printed materials and information on computer screens
• Ability to communicate effectively with individuals in person, over the telephone, and via the printed word
• Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor
• Ability to travel to attend meetings both inside and outside of Monroe

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position

3/08

Children's Librarian

New Fairfield Library

Supervisor
Library Director, Assistant Director
Hours of Work
Salaried, Full-time, Union

Primary Function
Plans, organizes, directs, and manages all aspects of Children's Library services in conformity with the policies established by the Library Board of Trustees and the Library Director. Assumes responsibility for all staff and the building in the absence of the Director and Assistant Director.

Qualifications, Education, Experience, Skills Required

- MLS degree or completion of degree within 4 years of hire date
- Considerable knowledge of the principles and practices of public library functions
- Knowledge of the principles of library administration, including collection development, planning, coordination, and budgeting
- A working knowledge of computer applications for library services
- Considerable knowledge of the needs and abilities of children and the available library materials and services
- Considerable ability in oral and written communications
- Considerable ability to administer the activities of a children's library service and supervise the work of others
- Considerable ability to develop short and long-term development, operations plans, and programs for children's library service
- Considerable ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public.

Specific Duties

- Develops and conducts programs for children, young adults and parents which encourage reading, viewing, and listening skills and the use of the library facilities and materials in conjunction with Program Coordinator
- Coordinates program planning with schools to ensure complementary services to students in conjunction with Program Coordinator.
- Serves as a liaison to community agencies serving children
- Provides reference service to children, parents, and teachers and provides reader advisory service
- Assists in promoting library use, especially programs and services of children's service
- Writes weekly column for local newspaper and provides other publicity information
- Assists in developing children's library policy
- Assists in preparing the annual budget, particularly as it relates to children's services
- Administers and controls Children's Library budget expenditures to stay within appropriate levels
- Pursue and applies for grant money for children's services
- Selects all materials for Children's Library
- Evaluates children's collection for balance and comprehensiveness
• Schedules withdrawals of children's materials
• Assists in selecting personnel for the children's library
• Develops orientation programs, in-service training, and continuing education opportunities for all staff and volunteers in the Children's Library
• Directs and evaluates Children's Library staff with recommendations to the Director
• Directs the daily operation of the Children's Library to ensure the highest quality service as established by library policy
• Maintains working knowledge of contemporary issues, trends and technology in the library profession by attending workshops, professional meetings, and reading current literature
• Participates in job related activities of professional and community organizations
• Assumes responsibility for all staff, public and library building in the absence of the Director and Assistant Director
• Performs duties in other library areas and participates in library special projects as needed or as requested by Director or assistant Director

Head of Youth Services

Public Library

General Statement of Responsibilities
Responsible for all activities and services assigned to Youth Services including collections and programs.

Responsibilities

• Manages Library operation with the Head of Adult Services in the absence of the Executive Director.
• Works with Heads of Circulation, Youth Services, Technical Services, and the Executive Director as part of the Library's management team.
• Supervises and evaluates all staff assigned to Youth Services.
• Supervises the selection of all materials related to fiction, nonfiction, periodicals, computer services, and reference.
• Prepares statistics, reports, and grants related to Youth Services. Prepares displays and exhibits.
• Arranges and performs Youth programs and activities.
• Represents Library to the community, participates in publicity, community relations, and special events.
• Performs on service desks as needed.

Necessary qualifications
ALA accredited MLS minimum qualification, with experience as a Children's or Youth Services Librarian. The Head of Youth Services should have a thorough knowledge of library issues and techniques, and must be able to supervise and motivate others to provide excellent customer
service. In addition, the Head of Youth Services must possess the interpersonal and communication skills that will enable them to represent the Library to the community.

ADA concerns
The Head of Youth Services' position may be performed by persons with partial visual or hearing disability. Adaptive technology may be used to communicate with others, although the Head of Youth Services must be able to communicate by telephone and read print and non-print materials for reference purposes. Physical challenges may be posed by the reaching, bending, and lifting that characterizes reference and reader's advisory functions. This position has the added physical and communicative challenges of performing story hours, craft sessions, and activities related to special events.

Children's Librarian I

Russell Library

Department
Children's

Position Definition
Organizes and leads library programs for pre-school, elementary, and young adult library users. Performs professional library services in assisting library patrons in the selection and use of library materials.

General Duties

- Receives oral or written direction from Children's Unit Head. Plans and organizes work according to season of year, special events, and regular library schedule.
- Develops and conducts programs for children and young adults to encourage reading, viewing and listening skills, and to use library facilities and materials.
- Examines professional publications and other sources for selection of books, periodicals, and related materials.
- Helps build collection of books, periodicals, and communication materials through consultation with supervisor, staff members, and independent selection.
- Assembles and arranges displays of books and other materials.
- Assists and instructs children in the use of library services and resources.
- Helps supervise the use of library books, and materials.
- Coordinates activities with adult unit for the servicing of the Young Adult collection.
- Coordinates programs and activities with school librarians, teachers, parents' groups, and community organizations.
- Conducts story-telling programs for pre-school children.
- Conducts booktalks for students.
- Develops bibliographies and pathfinders from children's collection.
• Develops brochures, booklets, and newsletters to publicize the services and resources of the library.
• Prepares reading lists for school and community distribution.
• Provides scheduling, training and supervision to library Pages.
• Prepares regular narrative and statistical reports for supervisor.

Additional Duties

• Conducts library tours for children, parents, and interested adults.
• Attends meetings and participates in professional library organizations.
• Performs general library work as needed.

Supervised By
Receives general supervision from the Children's Unit Head

Qualification Profile

• The skills and knowledge required would be acquired with a Master’s Degree in Library Science, including course work in specialty.
• Ability to apply principles of library science to situations where only limited standardization exists.
• Artistic skills used in creating posters, displays, etc. highly desirable.
• Ability to relate and interact with school and cultural organizations needed.
• Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
• A working knowledge of computer applications for library services.
• Ability to supervise.
• Ability to work effectively with library staff and patrons.

License or Certificate
Not applicable.

Note: The description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility.

Coordinator of Children's Services

Sherman Library

The Sherman Library subscribes to the philosophy that every child in Sherman is entitled to a free, readily accessible and specialized program of library services. The aim of the public library service is to introduce children to the love of reading and literature, to develop capable users of information and technology, and to encourage each child's development to her or his fullest potential.
Job Summary
The coordinator of children's services plans and implements library services to children in conformity with policies and practices established by the Sherman Library Director and Board of Trustees.

Reports to
Director.

Principal Responsibilities and Duties

- Helps establish and maintain a high standard of children's services for the Sherman community.
- Manages the selection, ordering and weeding of children's library materials consistent with the libraries mission and policies.
- Prepares children's bibliographies and reading lists.
- Responsible for order and appearance of children's collection. Maintains a colorful and stimulating environment.
- Develops and conducts a variety of library programs for children of all ages. Includes school year and summer reading programs and special programs using outside resources.
- Develops cooperative programs with the Sherman school and other community organizations. Provides opportunities for adults and children to volunteer in children's services.
- Assists and instructs children and adults in the use of library services and resources. Conducts library tours for children including school visits.
- Promotes and publicizes the services, programs and resources of the children's library. Prepares flyers, brochures, newsletters and press releases for programs.
- Keeps informed of trends in children's literature, library services and issues affecting children. Attends professional workshops and conferences.
- Communicates with director regarding the operations in the children's department and prepares regular narrative and statistical reports.
- Orders supplies as needed and prepares annual supply list.

Additional Duties

- Cooperates as a team member with library staff in performing essential library duties and participates in library special projects as needed or requested by director.
- Has awareness of upcoming library programs and events.

Knowledge, Skills and Abilities

- Considerable knowledge of children's library services, programs and literature.
- Demonstrates a working knowledge of library principles and practices.
- Considerable ability to plan, organize and coordinate work routines.
- Exhibits creativity, energy and enthusiastic to promote positive community spirit and friendship.

**Children’s Services Head**

**Woodbridge Town Library**

**Position Objectives**
Proactively plans, organizes and delivers services in the Children's Library. Performs managerial duties related to library operations, outreach programs and special activities. Continually seeks and finds ways to promote increased use of the Children's Library. Works with school librarians and community groups to develop and expand Children's Services.

**Reporting Relationships**
Reports to the Library Director.

**Typical Duties**
Trains and supervises all personnel working in Children's Services. Maintains updated library policies and procedures manual in a location accessible to staff. Keeps staff informed of changes. Documents staff performance as appropriate and formally evaluates staff annually in an objective, timely manner.

Selects books, magazines, audiovisual materials, CD-ROMs, software, toys and games, online services, etc. for children. Determines location of materials; evaluates collection annually for balance and comprehensiveness. Provides assistance and instruction in use of OPAC terminals and Local Area Network in choosing books and other materials for borrowing and locating reference information. Cooperates with teachers in research assignments and conducts orientation visits for school classes.

Oversees and coordinates with the Community Services Director all babies' programs, story times, science programs, film programs, craft programs, etc. and other activities. Organizes book displays. Prepares book lists, flyers and other public relations materials. Seeks opportunities to speak and write about the library and its resources in the public forum. Writes press releases weekly detailing children's programs and activities.

Develops and coordinates all children's outreach programs to local nursery schools and daycare centers. Visits the elementary school at least twice each year.

Responsible for weeding juvenile collection semi-annually.

Responsible for the general maintenance and appearance of the Children's area and verifies that all equipment is working properly during work time.
Prepares the following reports for the Director: monthly Children's Services report; monthly budget report; annual proposed library materials budget; and annual collection development plan. Monitors all line items in the Children's Services budget to ensure funds are being expended at an appropriate rate.

Keeps informed on trends in library services; participates in professional organizations; attends continuing education workshops and conferences. Attends SCLC Children's Round Table meetings. Encourages staff to attend workshops.

Performs in a climate-controlled environment. Routinely and intermittently exposed to computer screens. May be required to lift light to medium weights, e.g. lifting books and audiovisual equipment and pushing book carts. Position entails bending, stooping, reaching and standing on a daily basis. Some degree of stress in public contact.

Desired Knowledge, Skills And Abilities
A Master's Degree in Library and Information Science from an ALA accredited school. At least three years experience working in Children's Services preferred. Supervisory experience preferred. Experience requirement may be adjusted to local factors.

Ability to work well with people of all ages. Knowledge of professional library principles, methods, materials and administrative practices. Working knowledge of children's literature, including but not limited to, online searching, Internet, CD-ROM services, etc. Familiarity with automated library systems. Ability to lay out, assign and supervise the work of subordinates and volunteers. Ability to perform and supervise reader's advisory, bibliographic and other professional library services. Ability to establish priorities, develop long range plans, including staffing needs, for the implementation of new services, programs or solutions to problems. Ability to communicate effectively orally and in writing.

1/00

Circulation Clerk Job Descriptions

Library Clerk I

Town Of Bloomfield

General Description
This is routine clerical work in a library involving basic support services and services to patrons.
Work involves responsibility for routine circulation, shelf maintenance and clerical functions using automated circulation system. Duties include charging books in and out, shelving library materials, data inputting, and telephone answering. This position is also invested with making beginning level library clerical decisions. The work requires that the employee have some knowledge, skill and ability in library clerical functions.

Supervision Received
Works under the immediate supervision of either a Senior Library Clerk or a Librarian.

Examples Of Duties

- Charges books, magazines and other library holdings in and out at the circulation desk and collects fines using an automated circulation system.
- Replaces books, magazines and other library holdings on shelves according to numbering sequences.
- Discharges incoming library materials using an automated circulation system and inspects them for damages.
- Performs routine library computer functions.
- Operates a variety of standard office and library machines.
- Performs routine book maintenance and processing including pasting date due stickers, typing spine labels and covering books.
- Answers telephones and provides routine information or refers and transfers calls.
- Assists in assuring accurate library shelving by shelf-reading and reshelving of materials, as needed.
- Performs related work as required.

Knowledge, Skills And Abilities

- Some knowledge of library clerical procedures and practices.
- Good knowledge of clerical practices.
- Good knowledge of the English language.
- Some skill in typing and the ability to do data entry using a computer terminal.
- Good ability to understand and follow written and oral instructions.
- Good ability to pay attention to detail.
- Good ability to establish and maintain effective working relationships with superiors, associates and the general public.

Qualifications
A high school diploma or the equivalent and some experience in using libraries, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Special Requirements
None.
Library Clerk II

Town Of Bloomfield

General Description
This is responsible clerical work in a library involving support services and services to patrons.

Work involves responsibility for circulation desk functions using an automated circulation system, shelf maintenance, periodicals maintenance, basic library statistics, interlibrary loan coordination, and overdue book procedures. Duties include charging books in and out, shelf reading, compiling library statistics, carrying out interlibrary loans, preparing books for repairs, carrying out overdue book procedures, updating book lists, and overseeing lower level staff. This position is also invested with making routine library clerical decisions. The work requires that the employee have good knowledge, skill and ability in library clerical functions.

Supervision Received
Works under the general supervision of the Technical Services Librarian and senior library clerks.

Examples Of Duties

- Performs the full range of circulation desk procedures using an automated circulation system.
- Assures accurate library shelving of books and periodicals by shelf reading and reshelving, as necessary.
- Compiles a variety of statistics concerning library usage and book circulation and maintains library records.
- Carries out interlibrary loan procedures for incoming and outgoing library materials.
- Carries out overdue book recall procedures and figures, collects and records fines.
- Update lists of holding for acquisitions and discarded materials.
- Performs routine repairs on books and other holdings, or prepares them for binding or extensive repairs.
- Handles routine complaints and answers a variety of questions at the circulation desk.
- Answers telephones and provides routine information or refers and transfers calls.
- Maintains periodical collection, as assigned.
- Assists with library program preparation and implementation, as directed.
- Performs related work as required.

Knowledge, Skills And Abilities

- Good knowledge of library clerical procedures and practices.
- Good knowledge of clerical practices.
• Good knowledge of the English language.
• Good skill in typing and the ability to do data entry using a computer terminal.
• Good ability to understand and follow written and oral instructions.
• Considerable ability to pay attention to detail.
• Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public.

Qualifications
A high school diploma or the equivalent and one year of library clerical experience, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Special Requirements
None.

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Library Clerk III
Town Of Bloomfield

General Description
This is responsible clerical work in a library involving support services and services to patrons.

Work involves responsibility for the full range of circulation desk functions using an automated circulation system, including oversight of circulation staff, performance of routine administrative procedures, and complaint handling. Duties include setting up of library facilities for use of staff and patrons, inspection and simple repairs of holdings, records maintenance for fines, book reserves and inter-library loan, carrying out Connecticard procedures. This position is also invested with making difficult library clerical decisions. The work requires that the employee have considerable knowledge, skill and ability in library clerical functions, especially the operation of an automated circulation system.

Supervision Received
Works under the general supervision of the Technical Services Librarian.

Examples Of Duties
• Oversees the full range of circulation desk procedures using an automated circulation system and supervises desk staff and library pages.
• Functions as the staff authority on circulation procedures.
• Keeps staff informed on new CONNECT practices and procedures and changes in library procedures.
• Sets up circulation desk and desk equipment.
Handles complaints and answers a variety of questions at the circulation desk.
Answers telephones and provides routine information or refers and transfers calls.
Maintains periodical collection, as assigned.
Assists with library program preparation and implementation, as directed.
Inspects library materials and makes simple repairs.
Carries out procedures for notification of patrons for overdue books and other materials and assures their return or replacement.
Carries out procedures for the reserve of books and their timely return.
Supervises patron registration and maintains records of library patrons.
Performs related work as required.

Knowledge, Skills And Abilities

- Considerable knowledge of library clerical procedures and practices.
- Good knowledge of the English language.
- Considerable skill in typing and the ability to do data entry using a computer terminal.
- Considerable ability to understand and follow written and oral instructions.
- Considerable ability to comprehend and implement CONNECT practices and procedures.
- Considerable ability to pay attention to detail.
- Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public.

Qualifications
A high school diploma or the equivalent and three years of library clerical experience, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Special Requirements
None.

1/21/94

Assistant Librarian - Circulation

Town Of Groton

Position Definition
Plans, organizes, and supervises the activities of the Circulation or other technical unit; oversees electronic data processing operation; assists library patrons in the use of library services, facilities, and equipment.

General Duties
Receives oral or written direction from supervisor. Plans work according to library schedule or standard routine. Establishes priority of work tasks. Prepares work schedules and assigns work
to library assistants, clerks, and pages. Supervises the circulation of the library collection of books, periodicals, audiovisual materials and equipment. Oversees and performs such duties as: operation of computer terminal and auxiliary equipment to identify data and due date of loaned books or materials; processes books and materials in inter-town library program; inspects returned books and materials for damage; returns and maintains books in stacks and files; and receives and processes membership applications. Coordinates data processing operations of unit or library circulation control. Maintains performance and repair records of equipment. Identifies system improvements. Interacts with central data processing unit to update and improve systems and equipment. Supervises the receiving and recording of overdue fines, fees, etc. Maintains circulation data base and prepares regular statistical reports for supervisor. Recommends employment, promotion and retention of employees. Prepares and provides training exercises for unit employees. Reports goals accomplished to supervisor.

Additional Duties
Reviews professional publications for suitable books, periodicals, and other materials. Recommends purchase of items. Assists library patrons in use of library services. Attends meetings and participates in professional library administration. Performs duties in other library divisions as needed. Posts information for public.

Supervised By
Receives general supervision from Assistant Director of Library Services.

Qualifications Profile
The skills and knowledge required would generally be acquired with a Bachelor's degree in Library Science, or some closely related field, and two year's experience in library circulation control work; or a Library Technical Assistant degree and four years of library circulation control experience in a public library. Completion of a training course in the operation of digital computer and peripheral equipment desirable.

License or Certificate
Not Applicable.

Career Possibilities
Promoted From: Library Assistant or Library Associate.
Promoted To: Librarian.

Circulation Clerk

New Fairfield Library

Supervisor
Assistant Director, Children's Librarian, Director
Hours of Work
Full Time, Union

Primary Function
Performs a variety of library circulation and clerical procedures with a heavy concentration of public contact.

Qualifications, Education, Experience, And Skills Required

- One year library or clerical experience
- High school graduate
- Ability to follow written and oral instructions
- Ability to learn Dewey Decimal system, automated circulation system, and library circulation policies and procedures
- Ability to create courteous pleasant first impression of library
- Ability to establish good patron rapport
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Basic typing/computer skills
- Ability to learn media/computer operations

Specific Duties

- Performs all circulation desk duties using computerized system
  - Check materials in/out/renew materials
  - Reserve materials
  - Collects fines and tallies daily
  - Issues new patron cards/updates cards
- Performs all opening/closing procedures in work area/public areas
  - Turn on/off all computers/copiers/printers
  - Empty book drops
  - Turn on/off lights, heating controls
- Notifies patrons about reserved materials
- Answers phone and routes calls as necessary
- Performs basic reference work or refers it to librarian in charge
- Assists patrons in locating materials through the OPAC or ILL
- Obtains mail; sends mail; delivers/picks up interdepartmental mail
- Obtains newspapers from source when necessary
- Process magazines for circulation
- Shares Connecticar/ILL duties with Technical Services Clerk; receives ILLs, prepares ILL/Connecticard returns for return
- Assists with library programs and displays; registration, signs, crafts, book lists, etc.
- Assists with book orders
- Prepares, withdraws, and repairs materials
- Shelves materials/reads shelves
• Performs any duties designed by librarians in assigned work area

Library Assistant
Circulation
Public Library

General Statement of Responsibilities
Provides friendly, high quality customer service to Library clients under the direction of the Head of Circulation.

Responsibilities

• Prepare Circulation Desk for operation-includes telephone and database set-up, and dated card stamping.
• Maintain and assist clients in the operation of photocopiers
• Answer directional and policy and procedure questions of Library clients.
• Perform Library materials check-in, check-out, renewal, holds, and patron registration and renewal.
• Collect patron fines and fees and make change as needed.
• Answer telephones within the Library's stated goal of three rings.
• Perform database maintenance and entry as necessary.
• Maintain the audio book talking circuit within Eastern Connecticut Libraries as needed.
• Provide access as needed to the Genealogy and History collection.
• Shelve and file materials as necessary.
• Perform other tasks as assigned.
• Work in other areas as assigned.

Necessary qualifications
Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills. Must be able to provide friendly, high quality customer service at the Circulation Desk.

ADA concerns
The many facets of this position require that disabilities be of a partial nature. For example, filing and shelving of materials may not be possible from a wheelchair, although an employee with partial physical disabilities may be able to perform tasks related to bending, lifting, and reaching. Also of concern is the ability to communicate with a wide range of staff and clients in person and by telephone. Adaptive technology may address some aspects of communication that would enable the employee to operate the Circulation Desk alone if necessary.

Library Clerk II
Russell Library
Position Definition
Performs responsible and varied clerical library services in the circulation of books, periodicals, materials, equipment, and related collection items; performs clerical-administrative work; assists patrons in using library services and facilities; and maintains circulation statistics.

General Duties

- Receives oral or written instructions from Head of Circulation unit or a professional librarian.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Allocates work to pages and volunteers.
- Performs lead work in specific function, including patrons records, billing and charges, or circulation statistics.
- Greets visitors to library.
- Assists library patrons in use of materials.
- Responds to requests for information and assistance, or refers inquiries to a professional librarian.
- Charges and discharges library books, materials, and equipment.
- Inspects returned books, materials and equipment for damage.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Sorts and shelves books and periodicals.
- Periodically weeds collection, removing outdated or damaged materials or equipment.
- Assists persons in applying for library membership.
- Processes membership applications.
- Enters and retrieves member and circulation information by computer terminal in a computerized circulation system.
- Prepares materials to promote use of library.
- Types cards, lists, reports, and other information.
- Prepares statistical reports as needed.
- Reports work accomplished to supervisor.

Additional Duties

- Monitors reading rooms and areas to assure adequate reading environment.
- Receives and responds to general information requests by telephone or in writing.
- Reserves books and materials.
- Prepares books and materials, and repairs minor damage to books, materials and equipment.
- Performs special duties as assigned, including programming, basic reference, ordering of materials, serials maintenance, etc.
- Relieves other employees as directed by supervisor, including responsibility for unit in the temporary absence of a professional librarian.
Perform related tasks as assigned.

Supervised By
Receives general supervision from the Head of Circulation Services and task direction from a professional librarian.

Qualifications Profile

- The skills and knowledge required would generally be acquired with a high school education and two years library assistant experience in an educational institution or a public library, or any equivalent combination of experience and training.
- Ability to apply principles of library technical system to solve practical problems and to respond to routine information requests.
- Ability to interpret a variety of instructions furnished in written, oral or schedule form.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to acquire a working knowledge of regulations and procedures pertaining to library responsibilities.
- Ability to type accurately.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to maintain accurate files and records.
- Ability to deal cooperatively with others.

License or Certificate
Not Applicable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Library Assistant/Circulation
Woodbridge Town Library

Position Objectives
Under the supervision of the Head of Circulation performs a variety of circulation tasks related to the operation of the library.

Reporting Relationships
Reports to the Head of Circulation.

Typical Duties
Duties may include the following:

- Works at the circulation desk; schedule may include evening and weekend hours.
Circulates, reserves, renews, distributes and maintains all library materials. Empties book drop.

- Responsible for shelving materials when library pages are absent.
- Responsible for shelf reading adult collection.
- Registers patrons and collects fines and fees for overdue and damaged items.
- Assists with C-Car deliveries and interlibrary loan transactions and/or distribution, labeling, sorting and shelving periodicals.
- Monitors public use of library facilities and assists patrons in location of library materials and equipment.
- Refers reference and informational questions as well as questions on the use of library materials and equipment to Reference Librarians.
- Responds to telephone inquiries about library programs and services.
- Works in Technical Services mending and processing library materials.
- At closing: clears off work areas for evening custodial service.
- Performs other library tasks as assigned.

Desired Knowledge, Skills And Abilities
Bachelor's Degree preferred. Basic knowledge of general office procedures. Basic knowledge of standard library equipment (i.e. typewriter, automated circulation system, public access computers, CD-ROM work stations, etc.). Ability to communicate effectively and courteously; ability and desire to serve the public of all ages; and ability to work as a team member.
Knowledge of basic library materials, policies and procedures as found in the library personnel manual and the Town of Woodbridge employee manual.

8/97

Circulation Librarian Job Descriptions

TOWN OF ENFIELD
LIBRARY DEPARTMENT
HEAD OF CIRCULATION

GENERAL STATEMENT OF DUTIES: Responsible for overseeing entire circulation activity, including the issuing, return and record keeping procedures of the library, assigning job tasks to library pages, train library assistants in computerized circulation functions.
SUPERVISION RECEIVED: Works under the general supervision of the Director of Libraries within general procedural and policy guidelines.

SUPERVISION EXERCISED: Directs activities of Library Assistants and Pages.

ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; assigns job tasks to Library Assistants and Pages and verifies accuracy of assignments; provides monthly and annual reports of circulation activity; recommends usage of reading and reference material; makes work schedules; trains Library Assistants in computerized circulation functions; covers at circulation desk.

OTHER JOB FUNCTIONS: Recommends usage of reading and reference material; performs other related work as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to finger and grasp, handle, feel or operate objects, tools, or controls and talk or hear. The employee is occasionally required to climb, balance, stoop and crouch.

Hand-eye coordination necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided. Must be able to concentrate on fine detail with constant interruption and remember assignments given over long periods of time.

Noise level in the work environment is generally quiet.

MINIMUM QUALIFICATIONS:
KNOWLEDGE, SKILL AND ABILITY: Knowledge of library reference and cataloging methods; knowledge of bibliographic sources of information; decision making ability; ability to maintain appropriate records and reports of activities. Computer knowledge & skills as well as knowledge of CONNECT system and its uses, ability to convey this to the public as well as staff, and ability to remain current as computer technology changes.

PERSONAL ATTRIBUTES: Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

EXPERIENCE AND TRAINING: Requires Bachelor's Degree plus three to five years' progressive library experience.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Revised: 2/1/99

Department Head Circulation

Russell Library

Position Definition
Plans, organizes and supervises the activities of the circulation unit; oversees circulation staff; assists library patrons in the use of library services, facilities, and equipment; interprets library policies for patrons; and coordinates activities with other unit heads.

General Duties

- Receives oral or written direction from Library Director and/or the Assistant Director.
- Plans work according to library schedule or standard routine.
- Establishes priority of work tasks.
- Participates in the development of operating policies and procedures.
- Participates through suggestions, in the near-term and long range planning of library services.
- Participates in library special projects as required or as necessary.
- Evaluates circulation operating procedures, and makes adjustments as needed to improve efficiency.
- Assigns work to paraprofessional and clerical staff.
- Supervises the circulation of the library collection of books and non-book materials.
- Oversees the enrollment of new patrons to the library.
- Provides service and book and media collection information and advice to new and current patrons.
- Supervises book reserve system.
• Responsible for appearance and order of adult collection.
• Supervises the receiving and recording of overdue fines.
• Recommends employment, promotion, and retention of unit staff members.
• Participates in periodic evaluation of assigned employees.
• Provides training exercises for circulation unit employees.
• Reviews and resolves personnel problems within unit as possible.
• Inspects damaged circulation materials, including books and equipment.
• Identifies cataloging errors and refers books or materials to technical unit.
• Maintains performance and repair of circulation equipment.
• Recommends equipment improvements.
• Maintains circulation data and prepares regular statistical reports for the Director.
• Reports work accomplished to Director.

Additional Duties

• Performs routine circulation desk duties as necessary.
• Oversees return of books and materials to shelves or storage places.
• Oversees billing and collections operations.
• Performs duties in other library divisions as needed.
• Supervises and provides continuing training to full-time, part-time and library volunteers.

Supervised By
Receives general supervision from Library Director and the Assistant Director.

Qualifications Profile

• The skills and knowledge required would be acquired with a Master's Degree in Library Science, and four years of increasingly responsible professional library work, preferably with experience in library circulation control work.
• Ability to apply principles of library science to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
• Ability to supervise.
• Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.
• Ability to relate effectively to library patrons and to co-workers.
• Ability to prepare clear and concise statistical and narrative reports.
• Ability to acquire skill to oversee and to operate word and data processing equipment.

License or Certificate
Not Applicable.

Note: The description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility.
Department: Library

Position Overview: Under the supervision of the Adult Services Librarian, performs responsible and varied paraprofessional, technical, and clerical work for the Adult Department in the area of circulation services. Plans, organizes, and manages the proper functioning of the circulation division on a daily basis. Also assists patrons in the use of library services, equipment, and facilities.

Primary Responsibilities:

- Understands and is able to perform all jobs related to circulation services, including but not limited to: charging, discharging, and renewing library materials; registering and re-registering patrons; receiving and processing reserves and system-level hold requests; routing interlibrary loan requests; collecting and recording fines and fees; handling the bookdrops and people counters; and sending and receiving Connecticar shipments
- Receives and resolves circulation-related problems
- Carries out procedures to identify and retrieve overdue materials, and settles problems arising from late, damaged, or lost materials
- Monitors the daily operation of the online circulation system, and acts as local liaison with the network on circulation matters
- Oversees the delivery of library materials to homebound patrons
- Trains staff and volunteers assigned to Adult Department circulation services; makes job assignments and verifies that assignments are carried out properly
- Makes schedules for staff and volunteers working in Adult Department circulation services
- Maintains statistics on circulation activity and on the use of non-circulation library services that are recorded at the Circulation Desk, and provides periodic reports of same, as directed
- Recommends work procedures following professional standards; communicates with the Library Director and the Adult Services Librarian regarding circulation policies and procedures
- Responsible for the appearance and order of the Adult Department Circulation Desk and office, the new book collection, the magazine and newspaper collection, and the audiovisual collection
- Works with staff and volunteers to shelve, shelfread, and shift in the Adult Department stacks
- Inventories and reports circulation supply needs

Additional Responsibilities:
• Assists in selecting materials for acquisition and withdrawal, as assigned
• Provides patrons with general information on library services; assists and instructs patrons in using library services, equipment, and facilities
• Works at other public service desks, as needed
• Assists in performing non-circulation work in the Adult and Children's Departments, as needed
• Attends professional and community meetings, workshops, and conferences, as required
• Supervises all library operations on occasion, as assigned
• Performs other duties, as assigned

Supervision Received: Receives direct supervision from the Adult Services Librarian and general supervision from the Library Director.

Supervision Exercised: Under the direction of the Adult Services Librarian, supervises staff and volunteers assigned to Adult Department circulation services

Required Knowledge, Skills, and Abilities:

• Thorough knowledge of public library services and programs
• Strong oral and written communications skills
• Ability to interact courteously and effectively with the public and with other staff
• Ability to respond in an effective manner to the concerns of library patrons
• Ability to understand and interpret library policies, procedures, and rules
• Ability to keep records accurately
• Ability to organize work for efficient use of time
• Ability to word process and type with reasonable speed and accuracy
• Ability to represent the library at professional and community meetings
• Ability to work independently

Minimum Qualifications: Bachelor’s Degree required. A minimum of 2 years’ relevant experience working in a public library, a demonstrated customer-service orientation, and familiarity with automated integrated library systems preferred. Working knowledge of computer word processing programs desirable.

Physical Requirements:

• Ability to move and/or lift materials up to 25 pounds
• Ability to push a loaded book truck weighing up to 300 pounds
• Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
• Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
• Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
Vision and hearing at or correctable to "normal ranges"
Occasionally required to attend off-site meetings
Occasionally exposed to outside weather conditions

Circulation Manager
Wilton Library

Summary of Responsibilities:
Establishes and administers procedures for operation of Circulation Department. Supervises Shelving Supervisor, circulation staff, in coordination with other supervisors, regarding circulation desk work. Assists in the interviewing, training, and evaluation of circulation and shelving staff.

Education and Training Required:
Holds a Bachelor's degree from an accredited university or college. Exhibits a proven ability to deal with the public, manage a department, organize tasks, and initiate service improvements.

Reports to:
Library Director

Duties/Responsibilities:
Prepares weekly schedule for manning service desks (Circulation, Reference, and Children's Services) and the work schedule for shavers.

Keeps track of vacation and meeting schedule for various staff members in order to insure proper coverage at all times in all areas.

Conducts interviews and hiring of circulation and shelving staff. Performs training and evaluation of circulation staff. Coordinates training of new shavers with Shelving Supervisor.

Is aware of all events, shows, classes taking place at the Library and disseminates that information to all members of the Circulation staff so they can respond to any questions the public may have and be able to register interested patrons. Creates and maintains an events information binder at the Circulation Desk.

Trains new Circulation staff. Creates and maintains manual and other necessary training materials for new employees.

Holds a Circulation Department meeting once a month to go over changes, discuss problems, etc. Communicates with shavers about changes and problems as necessary.
Oversees the supply of necessary forms for patron and staff use at the Circulation Desk so staff is not left hanging at any time.

Prepares overdue notices on Tuesday and Friday mornings.

Sets Day End Processing in the Dynix Circulation Module each night and checks each morning to be sure that it ran properly.

Responds to patron's concerns regarding overdue notices they may have received, late fees they have accrued, claims they returned an item or never had one out that is on their record and then follows up with the appropriate documentation and disposition.

Runs monthly reports (Lost and Paid Reports, Claims Returned Reports, Trace Reports).

Calls patrons concerning items that are overdue to get the material back.

Decides if a damaged item is beyond repair and that the patron who borrowed it must pay for its replacement.

Puts traces on items that cannot be located in the library.

Creates new or replacement library cards.

Records receipt of the newspapers each day.

Corrects item records as necessary to reflect accurately their location, circulation period, etc.

Attends monthly staff meetings and training sessions (the latter, as appropriate).

Performs other duties as required to insure the smooth operation of the Library and the provision of excellent customer service.

Hours:
Full-time position. 35 hours per week.

revised 8/02
Librarian I

Town Of Bloomfield

General Description
This is beginning level professional librarian work.

Work involves providing library services to children or adults at the main library or at the branch. Duties include reference work, materials review and programming. This position is also invested with making beginning level library technical decisions. The work requires that the employee have good knowledge, skill, and ability in the basic phases of the public library field.

Supervision Received
Works under the general supervision of a supervisory librarian.

Examples Of Duties

- Develops and presents basic library programs for adults or children.
- Provides basic reference services and reader's services; prepares bibliographies on special subjects for teachers and others.
- Creates displays to highlight book collections or services.
- Catalogs library materials, as assigned.
- May supervise clerical employees in the performance of their duties.
- Assists in material selection and acquisition through book review reading, book selection meetings and contact with patrons.
- Writes public information materials regarding library activities.
- Performs circulation tasks using the CONNECT automated circulation system, such as charging materials, collecting fines, and preparing library cards, as necessary.
- Performs related work as required.

Knowledge, Skills, And Abilities

- Some knowledge of the principles and practices of public library functions.
- Some knowledge of reference tools and procedures.
- Good knowledge of the needs of library patrons and the ability to provide the type and level needed.
- Good ability in oral and written communications.
- Some ability to develop and present library programs.
- Some ability to develop and present public information materials to promote library use.
- Considerable ability to establish and maintain effective working relationships with superiors, co-workers, and the general public.
Qualifications
A four-year degree from an accredited college or university in the social sciences, humanities, or a related field and some professional training in library work, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Special Requirements
None.

Revised 11/30/93

Librarian I
City Of Danbury

General Statement of Responsibilities
Provides professional service to the public by answering research and information queries, cataloging materials, managing collection development including creation and conversion of digital resources in assigned subject areas and directing projects.

Duties and Responsibilities

- Responds to telephone and in-person requests for information and research at a public Information/Reference Desk.
- Catalogs materials as required.
- Participates in the weeding and development of the Library's collections including recordings, audio books, reference and circulating books, videos and electronic and digital resources.
- May manage a Library-wide project such as chairperson of a selection committee, coordinator of the Young Adult Council, etc.
- Instructs the public in the use of Library resources including on-line and CD-ROM databases, indices, books, periodicals, etc.
- Responsible for the Library on evenings and Sundays in the absence of professional department heads.
- May train and supervise clerical, paraprofessional and subordinate professionals in specific tasks.
- May plan and conduct library tours, story hours, programs and community outreach.
- May develop bibliographies and flyers in conjunction with the graphics staff.
- Performs other duties as required.

Minimum Qualifications & Requirements

Knowledge/Skills/Ability
• General knowledge of the principles and methods of modern library services including automated systems, CD-ROM's, LANs and electronic and digital resources.
• Ability to work with minimal supervision.
• Ability to delegate authority.
• Strong written and verbal expression.
• Solid commitment to customer service.
• Good reference interview techniques including effective listening skills.

Experience

• Knowledge of automated systems, on-line databases, Internet and supervision.
• Training and Education: MLS from an ALA accredited school.

Supervision Received
Works under the general supervision of a professional manager

Revised September 1997

Librarian

Town Of Groton

Position Definition
Provides assistance to library patrons in all library services; assumes responsibility for a library division or the library in the absence of a Library Services Coordinator; performs professional library duties in the selection, acquisition, organization and use of books, periodicals and materials as well as searching of data base, using on-line tools, automated indexes, etc.

General Duties
Receives oral or written instructions from supervisor. Plans work according to library schedule or established routine. Establishes priorities in performance of assigned work tasks. Supervises library assistants, associates and other support staff. Assists patrons in the selection of library materials and explains usage. Explains and assists in use of reference sources, such as card catalogs, circulation computers, on-line data bases and in-house data bases or book and periodical indexes to locate information. Researches requests for information and responds orally or in writing. Organizes and manages special collections, serials, or vertical files. Plans and develops reading lists, programs and events for special interest groups such as: children, students, elderly, or civic and cultural organizations. Assumes responsibility for library division programs. Provides training in work tasks to assistants, associates, volunteer and other support staff. Reviews professional publications print and non-print automated tools and other sources for new books, periodicals and materials; recommends purchase of books and materials, automated services and on-line products. Prepares statistical and narrative reports of some complexity for supervisor. Reports work accomplished to supervisor.
Additional Duties
Maintains and develops information sources. Uses microcomputers and dial access. Prepares informational materials on library services for release to the community. Speaks to student, civic, cultural and other groups on library and related educational topics. Performs duties in all library divisions as needed. Evaluates performance of employees and makes recommendations concerning employment, promotion or discipline.

Supervised By
Receives general supervision from Division Head.

Qualifications Profile
Master's Degree in Library Science and two years experience in general library work. Some supervisory experience is preferred. Demonstrated ability to effectively work with the public.

Career Possibilities
Promoted From: Assistant Librarian.
Promoted To: Division Head/Supervisor

Librarian I

Town Of Manchester

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 Job 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 assigned areas of expertise such as reference, circulation or children's services 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, counseling 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.

• 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 three (3) years 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 itemizing of all facets of any job.)

Librarian

Milford Library

Definition
This is professional library work related to the developing, organizing, maintenance, and use of the Library's collection. Under the direction of the Head Librarian and/or Assistant Head Librarian may function as the supervisor of one of the Library's Departments: Reference, Children's, Technical Services, or Media. Supervises employees within his/her Department through training, scheduling, assigning work, etc.

Illustrative Duties

• Applies the basic principles of Library Science which are taught as part of the Master's Degree program.

• Performs a variety of professional library duties in carrying out major assignments within the operations of the library system.

• Accepts assignments and is qualified to work in any department within the Library organization.
- Responsible for overseeing applicable clerical procedures and for the training, supervision, and scheduling of assigned library staff. Utilizes current library advances such as computer technology, shared databases, and circulation systems to organize and locate library materials.
- Prepares statistical and informational reports.
- Attends professional meetings and may represent the Library at professional organizations.
- Assumes authority in the absence of the Head Librarian and/or Assistant Head Librarian in accordance with established Library policy.
- Performs related work as required.

If assigned to Reference Department

- Provides professional reference services by assisting patrons in the location and use of various library materials and equipment.
- Uses interlibrary loan or other appropriate referrals to aid and direct patrons.
- Selects materials for inclusion in the collection with emphasis on the reference collection; removes outdated material.
- Oversees the history and genealogy collection: assists patrons in its use and performs limited genealogical searches.
- Promotes library services through tours and programs.
- Performs other duties as assigned.

If assigned to Children's Department

- Provides professional children's services by assisting patrons in the location and use of various juvenile library materials and equipment within the Children's Room.
- Plans and presents programs for children, parents, and schools.
- Selects materials for inclusion in the collection with emphasis on the children's collection; maintains the collection through weeding, binding, etc.
- Performs other duties as assigned.

If assigned to Technical Services Department

- Provides professional services in the cataloging and classification of library materials.
- Utilizes a computerized, shared database and circulation system such as the software developed by the General Accounting and Computing Corporation (GEAC) in order to enter library materials into the database in accordance with established procedures and standards such as the Machine Readable Catalog (MARC) format.
- Selects materials for inclusion in the Library's collection with emphasis on the non-fiction area; maintains the collection through weeding, binding, etc.
- Oversees the procedures for the processing of new materials.
- Performs other duties as assigned.
If assigned to Media Department

- Provides professional media services by assisting patrons in the location and use of various library media materials and equipment.
- Plans and presents programs for adults.
- Selects materials for inclusion in the collection with emphasis on the media collection; maintains the collection through weeding, repairs, etc.
- Provides professional cataloging and classification of media materials in accordance with appropriate media materials systems such as the Alpha numeric system for classifying recordings (ANSCR system).
- Oversees the processing of media materials.
- Resolves media item circulation problems.
- Performs other duties as assigned.

Knowledge, Skills And Abilities

- Professional knowledge of library practices and procedures.
- Knowledge of any specialized field of library science.
- Knowledge of and ability to be trained in the various technological advances in the library profession such as the utilization of computerized equipment and computer applications.
- Ability to meet the public tactfully.
- Ability to work with fellow employees.
- Ability to supervise assigned personnel.

Qualifications

- Master's Degree in Library Science from a college or university accredited by the American Library Association is required.
- One year of professional library experience is required; additional professional experience desired.

Civil Service Commission
City of Milford, CT
1/92

Librarian II Job Descriptions

Librarian II
Town Of Bloomfield

General Description
This is responsible professional librarian work involving the full range of librarian duties and functions.

Work involves the responsibility for providing library services to patrons and administering technical library collection maintenance functions. Duties include reference work, materials review, programming, maintenance of various files and collections and promoting library use. This position is also invested with making routine professional-level library technical decisions. The work requires that the employee have excellent judgement as well as excellent knowledge, skill, and ability in every phase of the public library field.

Supervision Received
Works under the direction of the Director of Library Services.

Examples Of Duties

- Provides reference and reader's advisor services, instructs patrons in the use of library resources, including reference materials, catalogs, computer, and the interlibrary loan system.
- Reviews materials for selection and acquisition, and makes recommendations for selection of a wide range of book, periodical, and audio-visual materials.
- Develops and presents a wide range of library programming.
- Prepares and distributes public relations and informational materials relative to the activities of all areas of the library, including children's, adult section and the Branch library. In addition to producing the library's monthly calendar, writes monthly articles for the Bloomfield Journal.
- Organizes and maintains assigned collections.
- Develops and presents programs and services directed at young adults.
- May supervise library and clerical staff, as assigned.
- Performs related work as required.

Knowledge, Skills, And Abilities

- Excellent knowledge of the principles and practices of public library functions.
- Considerable knowledge of the needs of library patrons of all ages and the ability to provide the type and level of service needed. Good knowledge of the community.
- Excellent knowledge of reference tools and procedures.
- Some knowledge of contemporary cataloging standards and practices.
- Excellent ability to develop and present library programs for adults and children.
- Considerable ability in oral and written communications.
- Considerable ability to develop and present public information materials to promote library use.
• Considerable ability to establish and maintain effective working relationships with superiors, associates, officials of other agencies and the general public.

Qualifications
A Master's Degree in Library Science from an accredited college or university plus one year of responsible professional librarian experience.

Special Requirements
None.

Librarian II

Town Of Hamden

Supervision Received
Works under the direct supervision of the immediate superior as determined by the Library Director.

Supervision Exercised
At the direction of the Director, may supervise employees of equal or lesser classifications.

General Statement & Examples Of Duties
Performs responsible supervisory and technical library services, the specifics of which depend upon the unit to which assigned.

If assigned to a Branch

• Responsible for supervision and library services from a branch library.
• Selects and evaluates new materials, including gifts, for the branch collection.
• Makes decisions on weeding, mending and replacing materials.
• Trains, evaluates and supervises branch staff.
• Accounts for monies received.
• Responds to patron suggestions, questions and complaints about branch library service and the collection, or refers appropriate questions to administration.
• Develops goals and objectives for branch library services.
• Plans, implements and evaluates branch programs and services.
• Conducts studies; prepares reports.
• Assists in development of library policies and procedures.
• Interprets library policies for the public.
• Attends professional meetings, maintains membership in professional organizations and participates in their activities.
• May act as library representative to professional organizations and community groups.
• Includes all duties of Librarian I (Reference and/or Children's Unit).
• Other duties as assigned.
If assigned to Electronic Resources

- Plans, evaluates, implements and supervises PC-based information services for public and staff use.
- Loads software and CD ROM updates for the LAN and staff PCs.
- Cooperates with the System Administrator of the library’s on-line system in planning how to integrate services of both systems to offer a comprehensive information package.
- Trains staff in the use of word processing, spreadsheets, desktop publishing, graphics programs or other application software loaded on staff MACs.
- Troubleshoots computer equipment and arranges for repairs when necessary.
- Promotes public computer services to other Town agencies, community groups and the public.
- May conduct computer services workshops for the public.
- Attends workshops or courses necessary to keep current with computer technology.
- Includes all duties of Librarian I assigned to Information Services.

Minimum Experience And Training
MLS or MLIS from an ALA accredited institution, a minimum of two (2) years' experience in a professional librarian position, and specialized competency and experience with LANs and reference.

Skills, Knowledge, And Abilities

- An occupationally significant combination of understanding of modern library objectives, knowledge of library materials and equipment, initiative, good judgment, accuracy, flexibility, interpersonal skills and verbal facility necessary to deal fairly and effectively with associates and the public.
- If assigned to Electronic Resources, needs knowledge of and experience with PCs, LANs and the Internet, including but not limited to knowledge of DOS, Windows 95, Windows NT and Netscape.
- Needs knowledge of HTML or ability to set up and maintain a Web page.
- Must be able to perform basic maintenance on PCs in a networked environment and on staff computers, whether PC or MAC.
- Knowledge of current trends in library technology and of proposed statewide library network (CLN) will be considered a plus.

Librarian II

Town Of Manchester

Reports To
Library Director
Job Summary
This professional position is responsible for administering and operating a major section of the library such as reference, circulation or children's and performing specialized professional and supervisory work. Responsibilities include initiating, developing, coordinating and implementing programs to improve service availability and quality consistent with library policies and management guidelines. Other routine work involves drafting operating policies and procedures for approval, assisting in the preparation and administration of the division's operating and capital budgets, keeping current of new technologies and methods, directing, reviewing and evaluating the work of subordinates, providing for the overall care and maintenance of the collections under his/her care, assisting in hiring staff, attending meetings 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

- Initiates the development and implementation of programs to increase customer awareness of library resources and appropriate self-sufficiency.
- Develops and recommends policies and procedures to improve operations.
- Monitors and reports the results achieved.
- Manages the assigned staff consistent with delegated responsibilities performing tasks such as scheduling assignments, training and directing staff in the implementation of library policies, procedures, standards and services.
- Provides for their professional development.
- Evaluates performance and applies positive and negative discipline as appropriate to achieve desired results.
- 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, particularly in areas of expertise.
- Manages, organizes and maintains or provides for the care of materials and equipment under his/her stewardship by or providing for the organization of inventories, the maintenance and repair of items, the acquisition of needed and the removal of obsolete items.
- Assesses department needs and prepares requisitions for equipment, materials and supplies.
- 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 such as reference specialists, interlibrary loan, manual and automated information databases and staff.
- Oversees customers and their use of the library maintaining the appropriate atmosphere and discipline depending upon the area and the customers being served.
• Attends staff and other inter and intra agency meetings to coordinate programs and activities and to increase professional knowledge and skills.
• Prepares or provides for the preparation of statistical and other reports regarding library operations and use.

Other Job Functions
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.

Knowledge, Skill And Ability

• A strong knowledge of the principles and practices of library work and of the library’s computerized systems, particularly related to an assigned area of expertise such as reference, circulation or children’s services.
• The ability to identify customer needs and requirements, initiate and develop policies, procedures, programs and activities to meet those needs and monitors ongoing performance in the attainment of objectives.
• Works in a pleasant and effective manner with customers, co-workers, other departments and agencies.
• Ability to supervise while establishing and maintaining effective working relationships with superiors, subordinates, other employees and customers.
• 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, counseling 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.
• 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 three (3) years of library professional level experience, a strong knowledge of automated library systems and supervisory experience.

(The above description is illustrative. It is intended as a guide for personnel actions and must not be taken as a complete itemizing of all facets of any job.)

Librarian III Job Descriptions

Librarian III
Town of Hamden

Supervision Received
Works under the direct supervision of the immediate superior as determined by the Library Director.

Supervision Exercised
At the direction of the Director, may supervise employees of equal or lesser classification.

General Statement & Examples Of Duties

- Coordinates all aspects of Adult Services, including the Information and Media Divisions.
- Plans, implements and evaluates Adult Services and programs.
- Develops and monitors collection development plan for adult materials, allocates funds to meet collection development goals, and supervises collection development activities of other staff.
- Maintains and promotes special collections and services to adults.
- Develops goals and objectives for the department.
- Maintains awareness of advanced techniques, newest procedures and latest equipment for delivery of information services.
- Produces or arranges for the production of guides to the library's services, programs and collection.
- Evaluates staff.
- Undertakes special projects related to Adult Services.
- Confers with community agencies and organizations serving adults regarding adult programs and services and with subject specialists regarding collection development.
- Assists at the information desk or other public desks as needed.
- Attends professional meetings, maintains membership in professional organizations and participates in their activities.
May act as library representative to professional organizations and community groups.
Interprets library policies to the public.
Includes all duties of Librarian II.
Performs other duties as required or requested.

Minimum Experience And Training
A Master's Degree in Library Science from a recognized college or university and a minimum of three (3) years' responsible experience in a professional librarian capacity including one (1) year in a supervisory capacity.

Skills, Knowledge, And Abilities

- An occupationally significant combination of understanding of modern library objectives, knowledge of library materials and equipment, initiative, good judgment, accuracy, flexibility
- Interpersonal skills and verbal facility necessary to deal fairly and effectively with associates and the public
- Ability to operate or be trained in operation of office machines and computer terminals.

Note: Inclusion of certain items in this Job Description prepared by the Panel shall not curtail or prejudice either party's rights under the law.

Library Clerk or Library Assistant Job Descriptions

TOWN OF ENFIELD
LIBRARY DEPARTMENT
LIBRARY ASSISTANT

GENERAL STATEMENT OF DUTIES: The Library Assistant performs many support activities involved in operating a library by assisting the professional librarians following established rules and procedures and policies. May assist in the administration of a branch in the absence of a professional librarian. Library Assistants generally work in both technical and user services. User services work is directly with the public to help them find the information needed. Technical services is acquiring and preparing material for use and dealing less frequently with the public. An employee in this class shall perform routine general library work and may acquire proficiency in only one of the general specialized areas of library work. Library Assistants may work on special projects.
SUPERVISION RECEIVED: Works under the general direction and supervision of the Head of Circulation who issues instructions, spot checks work or requires cross-checking by other personnel, but has some latitude for the exercise of independent judgment and initiative.

ESSENTIAL JOB FUNCTIONS

In the administration of a branch or division in the absence of a professional librarian; participates in all the work at the circulation desk such as processing interlibrary loans, and reserves books, may supervise computer use and train others in the use of the computer; instructs patrons in the use of media and equipment and operates equipment, answers telephone, receives overdues, etc; orients patrons to the library by informing them of services available and the location of media, by recommending media and by explaining use of the Public Access catalog; records departmental statistics; maintains the record collection by placing orders as necessary; compiles and maintains suspension list; compiles and maintains reserved books, tag and take cash.

OTHER JOB FUNCTIONS: Provides reference services for patrons, assists in locating reference sources and instructs in their use; operates and maintains audiovisual equipment; may assist in the promoting of programs for patrons; maintains the collection by recommending what media will be mended or discarded and by shelf reading; performs related duties as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop and crouch.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee performs a variety of simple tasks following instructions provided.

The noise level in the work environment is generally quiet.
KNOWLEDGE, SKILL, ABILITY: Computer skills, knowledge of computerized circulation system, ability to assist public in using personal computers and products on local area network.

PERSONAL ATTRIBUTES: Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

EXPERIENCE AND TRAINING: Graduate from High School or equivalent and two (2) years clerical experience, preferably in a library.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Library Assistant

Town Of Groton

Position Definition
Performs varied clerical work in issuing and receiving library books and periodicals; and assists patrons in the use of library services and facilities.

General Duties
Receives oral or written instructions from supervisor. Organizes work according to established procedures. Performs routine library services such as receiving and loaning books, returning books to shelves, and following up on overdue books and materials. Performs routine filing of books, periodicals, and other materials. Checks returned books for damage. Makes minor repairs to books and materials as needed. Computes and receives overdue fines. Assists persons in applying for library membership. Processes membership applications and issues membership cards. Maintains records of supplies and materials. Types cards, lists, reports, and other information. Operates computer terminal and auxiliary equipment in routine duties. Reports work accomplished to supervisor.

Additional Duties
Responds to general information requests by telephone or refers to Librarian. Reserves books and materials. Processes books and materials using Connecticard for inter-town loan program. Assists in preparation of book and document exhibits. Maintains special records or sections of the library as assigned by Supervisor. Performs related tasks as assigned.

Supervised By
Receives general supervision from a professional Librarian.

Qualifications Profile
The skills and knowledge required would usually be acquired with a high school education, college course work in Library Science and one year's experience in public library work.
License or Certificate
Not Applicable.

Career Possibilities
Promoted From: This is an entry level position.
Promoted To: Library Associate.

**Library Associate**

**Town Of Groton**

Position Definition
Performs responsible and varied para-professional work in issuing and receiving library books and materials, and assisting patrons in using library services and facilities.

General Duties
Receives oral or written instructions from supervisor. Plans work according to established procedures. Greets visitors to library. Responds to requests for information and assistance, or refers inquiries to a Librarian. Performs circulation control activities. Assists persons in applying for library membership and processes membership application and issues membership cards. Retrieves and operates equipment, prepares cards, lists, reports and other information. Performs routine cataloging of books and materials. Prepares posters, bulletin, displays, newsletters, public information releases to explain or promote use of Library and materials. Operates computer terminal and auxiliary equipment in routine duties. Reports work accomplished to supervisor.

Additional Duties
Receives and responds to general information requests by telephone or in writing. Reserves books and materials. Prepares books and materials and processes inter-library requests. Repairs minor damage to books, materials and equipment. Gives functional supervision to pages and other hourly workers in unit. Relieves other employees as directed by supervisor.

Supervised By
Receives general supervision from a Library Division Coordinator.

Qualifications Profile
The skills and knowledge required would usually be acquired with a Library Technical Assistant degree, and one year of public library experience. Ability to acquire skill to operate data processing equipment. Ability to type. Demonstrated ability to effectively handle public interaction.

License or Certificate
Not applicable.
Career Possibilities
Promoted From: Library Assistant.
Promoted To: Assistant Librarian or Librarian, conditional upon achieving minimum professional qualifications.

Library Technician I

Town Of Manchester

Reports To
Associate Senior Librarian

Job Summary
A person in this library position performs technical and other work such as cataloguing new acquisitions, the maintenance and use of the library collection and assisting customers in their search for materials and information. Traditional and computer dependent cataloguing, collection maintenance and search methods are used. The position may be assigned a regular schedule of varied days, nights and weekends as required to fulfill the operating hours of the library and all other library facilities. A Technician I works under the supervision of the Associate Senior Librarian, other section heads and periodically a Technician II. The work is subject to review according to the Town's personnel plan through observation, reports and the results achieved.

Essential Job Functions

- Assists customers in learning how to use the library's search tools. These include computer terminals, personal computers, computer based media, the card catalogue and diverse indexes in varied formats including CD-ROM.
- Technicians I locate desired materials in local and other accessible collections and answers customer questions.
- Oversees the appropriate use of library facilities.
- Helps establish and maintain a high customer service performance standard.
- Administers the library collection by cataloguing and entering assigned categories of materials on all relevant library catalogue systems.
- Makes purchase recommendations on books, videos and other library inventory acquisitions.
- Performs circulation desk duties including issuing library cards, checking collection materials in and out, collecting fines and handling complaints.
- Works in one or more sections of the library performing a representative range of duties and responsibilities in each i.e., in reference, circulation, children's, branch and community outreach.
- Develops displays and assists with library programs.
- Performs specialized and routine clerical tasks such as payroll preparation, data entry, preparing reports and payroll information, ordering materials and supplies, collecting
revenues, cleaning and repairing damaged materials, and answering the telephone, providing advice and directing calls.

- Prepar**es statistical and other reports regarding library operations and use.

Other Job Functions

- Culls outdated, unused and damaged items from the collection.
- Keeps the collection inventory properly organized.
- May perform specialized duties such as driving the bookmobile van.
- Periodically supervises library assistants, program aides, pages and volunteers.
- Performs other tasks which assist in the use and proper care of the library and its resources and as may be assigned.

Knowledge, Skill And Ability

- Is able to work with a minimum of supervision individually as well as with others and regularly takes personal initiative to execute work responsibilities.
- Works in a pleasant and effective manner with customers, co-workers, other departments and agencies.
- Performs many routine and some specialized work in assigned areas of responsibility.
- Has a working knowledge of computers, automated search methods and effectively uses the various information access methods available in a contemporary public library with a high degree of proficiency and accuracy.
- Demonstrates a working knowledge of library practices.
- Successfully completes on the job training in cataloguing, basic reference and one or more areas of library programming e.g., story telling.
- Has good customer service and public relations skills.
- Enjoys reading and using materials commonly found in libraries and helping others of all ages enjoy and use library resources.

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.
- Is able to communicate effectively orally, in writing and by listening in the modes of speaking with small groups, providing directions and in preparing notes and reports.
- This work requires the ability to work directly and personally with personal and office computers, associated peripheral equipment and related library application programs.
- He/she must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.
• Recurring intellectual effort is required to maintain a current knowledge of library resources, literature and information resources.

Minimum Training And Experience
A candidate for this position must have graduated from high school, have three years of library or related experience and prior computer training and experience. An Associates Degree in Liberal Arts or Library Technical Services with one or more years of library experience is preferred.

(The above description is illustrative. It is intended as a guide for personnel actions and must not be taken as a complete itemizing of all facets of any job.)

Library Technician II

Town Of Manchester

Reports To
Associate Senior Librarian

Job Summary
A person in this library position performs advanced technical and other library work involving the maintenance and use of library collection and assisting customers in their search for materials and information. Traditional and computer dependent collection maintenance and search methods are used. The position may be assigned a regular schedule of varied days, nights and weekends as required to fulfill the operating hours of the library and all other library facilities. A Technician II works under the general supervision of the Associate Senior Librarian or other section head and periodically provides supervision and direction to Technicians I, library assistants and pages. The work is subject to review according to the Town's personnel plan through observation, reports and the results achieved.

Essential Job Functions

• Locates desired materials in local, regional and other accessible collections and answers customer questions.
• Advises customers about library materials, how to effectively use the library and oversees their appropriate use of library facilities.
• Helps establish and maintain a high customer service performance standard.
• Manages the library collection by cataloguing books and other materials on all library systems, culling outdated, unused and damaged items from the collection, keeping the collection inventory properly organized and recommending collection purchases in specialized areas based on reader interest and reviews.
• Trains and, on recurring basis, supervises library assistants, Technicians I, pages and volunteers.
• Oversees branch and other library facility operations when assigned.
- Performs the full range circulation desk duties including issuing library cards, checking collection materials in and out and collecting fines.
- Works in one or more sections of the library performing a representative range of duties and responsibilities in each i.e., in reference, circulation, children's, branch and community outreach.
- Prepares statistical and other reports regarding library operations and use.
- Acts in the place of supervisors and other more highly trained librarians in the absence of that person.

Other Job Functions

- Assists customers in learning how to use the library's search tools. These include computer terminals, personal computers, computer based media, the card catalogue and diverse indexes in varied formats including CD-ROM.
- Performs other tasks which assist in the use and proper care of the library and its resources as may be assigned.

Knowledge, Skill And Ability

- Works independently and takes initiative to successfully execute work responsibilities.
- Works in a pleasant and effective manner with customers, co-workers, other agencies and departments.
- Understands computers, automated search methods and works proficiently and accurately with the various information access methods utilized in a contemporary public library.
- Demonstrates a working knowledge of library science principles and practices.
- Successfully completes on the job training in cataloguing, basic reference and one or more areas of library programming e.g., story telling.
- Enjoys reading and using materials commonly found in libraries and helping others of all ages enjoy and use library resources.

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 speaking with small groups, providing instruction, directions, and in preparing notes, memorandum and reports.
• This work requires the ability to work directly and personally with personal and office computers and associated peripheral equipment and library related application programs.
• He/she must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.
• Recurring intellectual effort is required to maintain a current knowledge of library resources, literature and information resources.

Minimum Training And Experience
A candidate for this position must have a two year or Associate's Degree as a Library Technical Assistant or a related field from an accredited college or school beyond high school and three years of library work experience. A Bachelor's Degree in Library Science or Liberal Arts from accredited college or university and one or more years of varied library experience including some supervision is preferred. A person in this position must have a demonstrated proficiency in the use of a computer keyboard, terminal and/or work station, the ability to run commonly available library equipment and a strong knowledge of library computer based resources.

(The above description is illustrative. It is intended as a guide for personnel actions and must not be taken as a complete itemizing of all facets of any job.)

Library Clerk

New Fairfield Library

Supervisor
Children's Librarian, Assistant Director, Director. Takes direction from Circulation Clerk

Hours of Work
Part Time, Union

Primary Function
Performs a variety of library circulation and clerical procedures with a heavy concentration of public contact

Qualifications, Education, Experience, and Skills Required

• One year clerical or library experience
• High school graduate
• Ability to follow written and oral instructions
• Ability to learn Dewey Decimal system, automated circulation system, and library circulation policies and procedures
• Ability to create courteous pleasant first impression of library
• Ability to establish good patron rapport
• Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Basic typing/computer skills
- Ability to learn media/computer operations

Specific Duties

- Performs all circulation desk duties using computerized system
  - Check materials in/out/renew materials
  - Reserve materials
  - Collects fines and tallies daily
  - Issues new patron cards/updates cards
- Performs all opening/closing procedures in work area/public areas
  - Turn on/off all computers/copiers/printers
  - Empty book drops
  - Turn on/off lights, heating controls
- Notifies patrons about reserved materials
- Answers phone and routes calls as necessary
- Performs basic reference work or refers it to librarian in charge
- Assists patrons in locating materials through OPAC or ILL
- Obtains mail; sends mail; delivers/picks up interdepartmental mail
- Obtains newspapers from source when necessary
- Process magazines for circulation in absence of circulation clerk
- Assists with library programs and displays; registration, signs, crafts, book lists, etc.
- Assists with book orders
- Prepares, repairs, and withdraws, materials
- Shelves materials/reads shelves
- Performs any duties designated by librarians in assigned work area

Library Assistant
Adult Services

Public Library

General Statement of Responsibilities
Provides friendly, high quality customer service to Library clients under the direction of the Head of Adult Services.

Responsibilities

- Assists at the Reference Desk by answering in-person and telephone inquiries.
- Assists clients with computer services, including CD-ROM, public access computers, and online catalog terminals.
- Maintains community activity, statistical and vertical files, government documents and college catalog collections.
- Participates in Adult programming and special events.
- Performs at service desks as assigned.
- Performs other tasks as assigned.

Necessary qualifications

- High school graduate minimum, college work completed or graduate preferred.
- Requires good interpersonal skills, communications skills, and the desire to provide excellent customer service.
- Solid writing and computer skills are also required.

ADA concerns

The Library Assistant assigned to Adult Services may be a person with partial visual or hearing disability. Adaptive technology may be used to communicate with others, although the Library Assistant assigned to Adult Services must be able to communicate by telephone and read print and nonprint materials for reference purposes. Physical challenges may be posed by the reaching, bending and lifting that characterizes reference and reader's advisory functions. This position will also participate in the more rigorous physical tasks and require the wide communicative abilities necessary to the Library Assistant assigned to Circulation.

**Library Clerk I**

**Russell Library**

Position Definition
Performs increasingly responsible and varied clerical-administrative work in an assigned unit; issues, receives and circulates library books and materials; performs clerical services in cataloging, classification and maintenance of books and materials; and assists patrons in using library services.

General Duties

- Receives oral or written instructions from a supervisor.
- Organizes work according to established procedures.
- Performs clerical or technical tasks in assigned unit.
- Performs circulation and information tasks at main or children's desks.
- Greets visitors to library.
- Assists library patrons in use of library materials.
- Responds to requests for assistance or refers inquiries to a professional librarian.
- Monitors reading rooms to assure suitable reading environment.
- Assists persons in applying for library membership.
- Processes membership application and issues membership card.
- Enters and retrieves member and circulation information by computer terminal in a computerized circulation system.
- Processes the loan and return of books, periodicals, audiovisual equipment and related circulation materials.
- Sorts and shelves books, newspapers and periodicals.
- Computes and receives overdue fines.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Prepares posters, bulletins, and newsletters to promote use of library and materials.
- Performs varied clerical cataloging and clerical administrative work in technical services.
- Assists in cataloging author and title cards, and subject cards.
- Types information on catalog cards.
- Inspects returned books, materials and equipment for damage.
- Makes minor repairs to books, documents, periodicals, and materials as needed.
- Returns equipment to storage.
- Maintains records, logs, or other statistical information in assigned unit.
- Prepares statistical information for completion of reports.
- Reports work accomplished to a supervisor.

Additional Duties

- Relieves other employees as directed by supervisor, including responsibility for a unit in the temporary absence of a professional librarian.
- Receives and responds to general information requests by telephone or in writing.
- Receives and processes mail and deliveries.
- Reserves books and materials.
- Prepares books and materials for interlibrary loan.

Supervised By
Receives general supervision from a professional librarian or a designated supervisor.

Qualifications Profile

- The skills and knowledge required would usually be acquired with a high school education, and some experience in public library work, or any relevant combination of education, experience and training.
- A working knowledge of library principles and practices.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to type accurately.
- Ability to acquire skill to operate word and data processing equipment.
- Ability to meet and relate to the public and staff members in a positive and constructive manner.
License or Certificate
Not Applicable.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

Library Technical Assistant
(General)

Russell Library

Position Definition
Performs responsible and varied para-professional library duties or clerical-administrative work; assists patrons in using library services and facilities; and maintains materials of a specific unit or library division.

General Duties

- Receives oral or written instructions from a professional librarian or division head.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Allocates work to library assistants, clerks and pages.
- Performs work in special unit, including children's, circulation, reference, technical services or as assigned. Maintains specific materials, supplies or equipment.
- Responds to patrons', students' or visitors' requests for information and assistance, or refers inquiries to a professional librarian.
- Performs routine cataloging.
- Leads group activities, including story-telling or information sessions.
- Participates in selection of materials by making suggestions.
- Uses computer terminal in entering and retrieving information in library database and automated accounting systems.
- Charges and discharges library books, materials, and equipment.
- Inspects returned books, materials and equipment for damage.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Assists persons in applying for library membership.
- Processes membership applications.
- Types cards, lists, reports, and other information.
- Participates in inventory of books and materials.
- Performs routine shelving and purging of books, materials etc.
- Prepares materials to promote use of library.
- Reports work accomplished to supervisor.

Additional Duties
- Performs special duties as assigned, including basic reference, ordering of materials, maintenance, etc.
- Performs duties in all library divisions as needed.
- Reserves books and materials.
- Makes minor repairs to books, materials and equipment.
- Relieves other employees as directed by supervisor, including responsibility for a unit in temporary absence of professional librarian.
- Assists in training of new employees and volunteers.
- Performs related tasks as assigned.

Supervised By
Receives general supervision from a professional librarian.

Qualifications Profile

- The skills and knowledge required would generally be acquired with an Associate's degree in Library Science, three years experience in public library work, or any equivalent combination of experience and training.
- Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping.
- Ability to follow written and oral instructions.
- Ability to acquire a working knowledge of regulations and procedures pertaining to library responsibilities.
- Ability to type accurately.
- Ability to maintain accurate files and records.
- Ability to perform accurate mathematical computations.
- Ability to deal cooperatively with others.
- Ability to acquire skill to operate word and data processing equipment.

License or Certificate
Not Applicable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility

**Library Assistant**

**Sherman Library**

Job Summary
The library assistant helps keep the library running smoothly during daily operations. Performs responsible and varied clerical work in circulation, interlibrary loan, materials processing and shelf maintenance. Assists patrons in finding information and using library services and facilities.
Reports to
Director.

Principle Responsibilities and Duties

- Helps establish and maintain a high customer service performance standard.
- Opens and closes the library. Turns on or off computers, lights, heating or air conditioning.
- Performs full range of circulation desk duties including issuing library cards, checking materials in and out, reserving books, collecting fines, and answering the phone.
- Advises patrons about library materials and computers and oversees appropriate use of the facility.
- Responds to requests for information from patrons in the library, through email and by phone or refers inquiries to director.
- Assists in training and supervising staff and volunteers.
- Processes new books, audio books and videos including verifying book deliveries, checking invoices, labeling and covering materials and entering data into the computerized catalog.
- Manages the library collection by culling outdated, unused and damaged items, keeping shelves properly organized, selecting material from Middletown State Library and recommending purchases based on reader's interests and requests.
- Picks up and processes mail.
- Oversees Interlibrary Loan program including ordering, sending and receiving materials and maintaining monthly statistics.
- Maintains inventory and orders supplies.

Additional Duties

- Assumes responsibility of daily library operations in absence of director.
- Has knowledge of upcoming adult and children programs, book sales and other events.
- Performs special duties as assigned.
- Attends workshops and conferences.

Knowledge, Skills and Abilities

- Demonstrates a working knowledge of library principles and practices.
- Understands computers and automated library systems.
- Works in a pleasant and effective manner with patrons, co-workers, and volunteers.
- Works independently and takes initiative to successfully complete duties.
- Enjoys reading and using other library materials and helping others of all ages enjoy library resources.

Library Assistant
Town Of Somers

Position Definition
Performs responsible and varied clerical library work in the functional areas of circulation, ordering, and shelf maintenance.

General Duties

- Receives oral or written instructions from supervisor.
- Organizes work according to established procedures.
- Performs clerical or technical tasks in various units as assigned.
- Performs circulation and information tasks at main or children's desks.
- Greets visitors to library.
- Assists library patrons in use of library materials.
- Responds to requests for assistance or refers inquiries to a librarian.
- Assists persons in applying for library membership.
- Processes membership application and issues membership card.
- Enters and retrieves member and circulation information in circulation and membership records.
- Processes the loan and return of books, periodicals, audiovisual equipment and related circulation materials.
- Sorts and shelves books, newspapers and periodicals.
- Computes and receives overdue fines.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Prepares posters, bulletins, and newsletters to promote use of library and materials.
- May assist in cataloging author and title cards, subject cards, and in typing information on catalog cards.
- Inspects returned books, materials and equipment for damage.
- Makes minor repairs to books, documents, periodicals, and materials as needed.
- Returns equipment to storage.
- Maintains records, logs, or other statistical information in assigned unit.
- Prepares statistical information for completion of reports.
- Reports work accomplished to a supervisor.

Additional Duties

- Relieves other employees as directed by supervisor, including responsibility for a unit in the temporary absence of a professional librarian.
- Receives and responds to general information requests by telephone or in writing.
- Receives and processes mail and deliveries.
- Reserves books and materials.
- Prepares books and materials for interlibrary loan.
Supervised By
Receives general supervision from the Librarian.

Qualifications Profile

- The skills and knowledge required would usually be acquired with a high school education, and some experience in public library work.
- A working knowledge of library principles and practices.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to type accurately.
- Ability to meet and relate to the public and staff members in a positive and constructive manner.

License or Certificate
Not Applicable.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

Library Director Job Descriptions

Director Of Library Services
Town Of Bloomfield

General Description
This is highly responsible administrative work involving the direction of a broad range of public library functions.

Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, departmental planning, and direction and administration of library activities. The position is also invested with making the most difficult library technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field.

Supervision Received
Works under the administrative direction of the Prosser Library Board of Directors.
Examples Of Duties

- Drafts and recommends policy to the Library Board and plans for the implementation of public library goals and objectives.
- Directs the operations of Technical and Children's services at Prosser Library and directly supervises Adult outreach services and the Wintonbury Branch Library.
- Evaluates and administers library programs such as circulation, reference, reader's advisory services, children's services, community services, and public information.
- Directs the development and maintenance of a public library collection of books, periodicals, records, films, tapes and a variety of other library materials.
- Directs the development, repair and maintenance of the Library buildings.
- Provides staff support to the Library Board of Directors by assisting with meetings, preparing reports, and implementing policy decided by the Board.
- Prepares the annual departmental budget and presents and defends budget requests before the Library Board and Town Council.
- Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets.
- Confers with State agencies, other public libraries, corporations, and community groups in the development of library programs for the Town and assists in coordinating interlibrary program efforts.
- Provides reference and reader's advisory services on a regular schedule to library patrons as supervisor of that department.
- Prepares various kinds of statistical reports on finances or book stock utilizing a microcomputer.
- Confers with Town officials and the general public to provide information and to resolve problems and complaints.
- Directs the training of library staff in technical and administrative library skills.
- Directs and participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations.
- Represents the library on regional and state committees and serves as the Town's authority on library issues. Performs related work as required.

Knowledge, Skills And Abilities

- Thorough knowledge of the principles and practices of public library functions.
- Thorough knowledge of the principles and practices of public administration as applied to a public library.
- Thorough ability in oral and written communications.
- Thorough ability to administer the activities of a public library and to supervise the work of others.
- Thorough ability to make decisions in an environment of limited resources and competing claims.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
Qualifications
A Master's Degree in Library Science from an accredited college or university plus five years of progressively responsible library administration experience including at least three years in a supervisory capacity, OR, an equivalent combination of education and experience substituting on the basis of one year for each year of education.

Special Requirements
None

Revised 9/93

TOWN OF ENFIELD
ENFIELD LIBRARY
DIRECTOR OF LIBRARIES

GENERAL STATEMENT OF DUTIES: Highly responsible administrative work involving the direction of a broad range of public library functions. Work involves responsibility for the management of a large public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, departmental planning and direction and administration of library activities. The position is also invested with making the most difficult library technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field.

SUPERVISION RECEIVED: Works under the general supervision of the Town Manager.

SUPERVISION EXERCISED: Directly supervises all employees.

ESSENTIAL JOB FUNCTIONS: Trains employees in library routines; prepares work schedules and assigns areas of responsibility; prepares department budget and various reports; approves expenditure of appropriations for library purposes; checks bills and employee time records; assists users in obtaining best results from the use of library facilities; prepares and makes annual report of operations for Town Manager and State Library Grant; confers with Town officials and the general public to provide information and to resolve problems or complaints; confers with agencies, other public libraries, corporations and community groups in the development of library programs for the Town, region and state and assists in coordinating inter-library program efforts; directs and participates in personnel actions such as hiring, termination, assignment, evaluation and labor relations; fills in at public service desk as needed.; regular and punctual attendance.

OTHER JOB FUNCTIONS: Selects and purchases new books and supplies; performs related work as required.

PHYSICAL DEMANDS: The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. The employee is occasionally required to kneel and crouch.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations as well as exercise of independent judgement.

The noise level in the work environment is generally quiet.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the principles of library science, organization and functions; thorough knowledge of library administration including fundamentals and budgeting; ability to analyze and solve major problems; ability to develop data and recommendations influencing policy; complete competence in oral and written communications; ability to establish and maintain effective working relationships with superiors, subordinates, associates, corporate representatives, officials of other agencies and the general public. Proficiency with Computer skills essential as well as knowledge of computer operating systems, hardware and software, LANS, WANS, CD ROM product. Must keep up with computer changes.

**EXPERIENCE AND TRAINING:** A Master's Degree in Library Science from a recognized college or university plus five (5) years of progressively responsible library administration experience including at least three (3) years in a supervisory capacity or any combination of experience and training which provides a demonstrated potential for performing the duties of the position.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.*

Director of Library Services

Town Of Groton
Position Overview
Plans, organizes, and directs a comprehensive program of community library, informational, educational, cultural, communications and related services; oversees the care and maintenance of the Town Library building, equipment, and systems and formulates library policies and programs for review by the Library Board and direction by the Town Manager.

Essential Duties And Responsibilities
Plans and organizes the activities, programs, and services of the Library according to perceived needs of the community, Town departments, and seasonal demand. Administers library services through subordinates in the functional areas of information services, loans, acquisitions, events, instruction, equipment repair, video and other communications projects, and facilities management. Performs near term and long range planning for development services. Develops system improvements as needed. Prepares budget and program recommendations. Administers adopted budget. Oversees the collection and accounting of fees and charges. Supervises the employment and performance evaluation of staff members. Administers personnel regulations and a collective bargaining agreement for employees. Prepares narrative and statistical reports for the Town Manager, the Library Board, the State Library, and the Town Council as appropriate. Plans agenda items and coordinates records and materials of the Library Board. Prepares policy and recommends fees for Library Board review and advisement. Plans and implements procedures to augment library goals and services through Friends of the Library, and in cooperation worth community educational, cultural, civic organizations. Presents special programs, such as book reviews, lectures, and instructional activities to extend library services and facilities into the community. Attends night meetings as required by position.

Additional Duties And Responsibilities
Furnishes specific research information and materials to departments upon request. Provides training and development programs for Library and other Town employees. Participates in professional library associations, and other professional organizations to remain current on developments and advancements in Library Science, public administration, and training. Performs routine library duties as needed.

Qualifications
The skills and knowledge required would usually be acquired with a Master's Degree in Library Science and ten (10) years of progressively responsible library work, including five (5) years in the supervision of a public library major department or as a director of a smaller public library. A combination of education and experience which demonstrates the ability to successfully meet the requirements of the position may be considered.

Excellent communication skills both verbal and written. Ability to read, analyze and interpret business and professional journals, financial reports and legal documents. Skill in sensitively and effectively responding to inquiries and complaints from customers, regulatory agencies and the business community. Ability to effectively prepare and present information to top management.
and public groups. Ability to define problems, collect data, establish facts and draw valid conclusions. Able to appropriately deal with a variety of abstract and concrete variables.

Certificates, Licenses, Registrations
Valid driver's license.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision. The employee will occasionally be required to attend off-site meetings.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. The employee will be required to operate typical business office equipment, including computer hardware.

Accommodations
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

TOWN OF MONROE
JOB DESCRIPTION
LIBRARY DIRECTOR

Department: Library

Position Overview: Under the general supervision of the First Selectman and with policy advice from the Library Board of Trustees, performs responsible and varied administrative and professional work related to planning, organizing, and directing all aspects of library services for the Town of Monroe.

Primary Responsibilities:

- Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment
• Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation
• Participates in the recruitment and selection of library personnel
• Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation
• Prepares and presents library budget proposal for approval, and monitors and approves expenditures from the official operating budget
• Confers with the Library Board of Trustees to establish operating policies and to review the library's menu of services
• Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs
• Participates in the planning, organization, and management of technical and automation services for the library
• Directs a public relations program to promote and publicize the library's collections, services, and programs within the community
• Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks and of the Connecticut State Library
• Interacts with the appropriate town employees for the maintenance of the library's building, furnishings, and equipment
• Responsible for the collection and accounting of fines, fees, and other charges
• Administers the volunteer program, including recruitment, training, scheduling, and evaluating
• Prepares regular narrative and statistical reports for the First Selectman, the Library Board of Trustees, and others as designated
• Assists in preparing meeting agendas and materials and participates in Library Board of Trustees meetings
• Establishes priorities as determined by need

Additional Responsibilities:

• Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups
• Reviews and evaluates the library's services and programs on an annual basis
• Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award
• Maintains inventory of department equipment, furniture, and supplies
• Prepares specifications for purchase of equipment and supplies
• Assists with direct patron services, as needed
• Works with the Friends of the Library organization in promoting the library before the community
• Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services
• Serves on professional and community committees, as requested, to advance the library and the library profession
• Performs other duties, as required

Supervision Received: Receives general supervision from the First Selectman and policy advice from the Library Board of Trustees

Supervision Exercised: Supervises all library staff and volunteers

Required Knowledge, Skills, and Abilities:

• Thorough knowledge of the principles, theories, objectives, and practices of library management and library science
• Committed to excellence in customer service
• Strong oral and written communications skills
• Ability to work independently
• Ability to organize work for efficient use of time
• Ability to prepare administrative reports in a clear, logical manner
• Ability to understand and interpret library policies, procedures, and rules
• Ability to keep records accurately
• Ability to interact courteously and effectively with elected and appointed officials, town employees, library staff and volunteers, the library's business contacts, and the general public
• Considerable knowledge of supervision, training, and staff utilization principles
• Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities
• Ability to initiate, organize, and follow through on programs, services, and projects
• Solid knowledge of current trends and developments in the library profession
• Thorough knowledge of library resources: print, non-print, and electronic
• Knowledge of library automation
• Working knowledge of public relations procedures
• Ability to represent the library at professional and community meetings

Minimum Qualifications: Master's Degree in Library Science from an ALA-accredited institution required, plus 7 years of increasingly responsible experience as a librarian in a public library, including 5 years of supervisory experience.

Physical Requirements:

• Ability to perform duties in an office environment
• Ability to work in an environment subject to continuous interruptions and background noises
• Ability to work under stress from deadlines, public contact, and changing priorities, and conditions
• Ability to operate computers with proficiency using library software, word processing, and the Internet
• Ability to view a computer monitor and/or operate a keyboard for extended periods of time
• Ability to move and/or lift materials up to 25 pounds
• Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
• Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms
• Vision and hearing at or correctable to "normal ranges"
• Ability to read printed materials and information on computer screens
• Ability to communicate effectively with individuals in person, over the telephone, and via the printed word
• Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor
• Ability to work flexible hours to observe library during all hours of public operation
• Ability to travel to attend meetings both inside and outside of Monroe

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

3/08

Library Director

New Fairfield Library

Supervisor
Library Board of Trustees

Hours of Work
Salaried, Full Time

Primary Function
Under the direction of the Library Board of Trustees, develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity of the policies established by the Board of Trustees and the regulations of the Connecticut State Library.

Qualifications, Education, Experience, and Skills Required
• A Master's Degree in Library Science from an accredited college or university plus five years of progressively responsible library administration experience including at least three years in a supervisory capacity.
• Excellent communication skills and organizational skills
• Ability to administer the activities of a public library and to supervise the work of others
• Ability to develop short and long term development, plans, and objectives
• Maintains knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues
• Proficiency with computers, popular library software, internet and digital communications
• Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public

Specific Duties

• Plans, implements, and evaluates library services
• Develops, implements, and evaluates long and short term goals and objectives
• Develops and administers policies concerning library operations, budgets and programs
• Handles complaints in accordance with policy
• Provides supervision and delegates responsibilities to the library staff
• Recruits and recommends employment of library personnel recommends promotions, transfers, or termination of staff
• Organizes, trains, assigns, and evaluates personnel and volunteers
• Conducts staff meetings
• Prepares the annual budget and presents and defends budget requests before the Library Board.
• Directs and controls the expenditure of fund allocations within constraints of approved budgets.
• Purchases new equipment and furnishings
• Accepts and acknowledges gifts of money and library materials
• Pursues and applies for grant money
• Prepares monthly and annual financial and statistical reports to Library Board, Town officials and State Library
• Attends monthly Board of Trustee meetings
• Supervises maintenance of library building equipment, and furnishings
• Oversees equipment of furnishings and book collection
• Evaluates collection for balance and comprehensiveness
• Schedules withdrawals and inventory of materials
• Selects adult materials
• Cooperates with community groups and town officials to implement library services
• Speaks before local groups
• Oversees and approves scheduled use of library by outside groups
• Prepares questionnaires and surveys to evaluate public responses to the library
• Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature
• Maintains membership in professional organizations
• Provides reference and reader's advisory services to patrons as needed
• Performs other related responsibilities as necessary such as circulation

Library Director

Sherman Public Library

Job Title: Library Director
Position reports to: Sherman Library Board of Trustees

In keeping with the mission of the Sherman Library Association (SLA), the Library Director is responsible for developing and supporting all efforts necessary to maintain a free library, responsive to the community's needs for information, education, and recreation. Working closely with the Board of Trustees, the Library Director develops library policies, monitors library services, develops and manages the budget, creates public relations materials, supervises staff and volunteers, oversees the physical plant, and stays informed of developments in library management. In addition, the Library Director serves as a member ex officio of the Board of Trustees to insure a consistent flow of communication.

Planning and Policy-Making

A clear statement of library policies insures that decisions about all aspects of the SLA are consistent and fair. Working with the Board, the Library Director:

• Develops long range plans to support and promote the mission of the library.
• Develops short term plans to address specific issues facing the library as they arise.
• Formulates and recommends policies to the Board and implements the procedures to carry out these goals.
• Develops clear descriptions of staff positions including a non-discrimination statement, qualifications for employment, evaluation procedures, and causes for dismissal.

Library Services

The regular assessment and development of library services is important to fulfilling the SLA mission. To support these efforts the Library Director:

• Plans, organizes, and regularly evaluates a program of service that supports the mission of the SLA and reflects the needs of the Sherman community.
• Selects and maintains library materials including books, media, computer programs and other materials and insures that these materials meet the needs of the community.
• Supervises the purchase, utilization, and maintenance of technology to deliver, monitor and enhance library services.
• Compiles and records library statistics and assembles them for monthly meetings of the Board of Trustees, the SLA annual report and Connecticut State.

Financial Operations

The coordination of all aspects of fundraising and expenses is vital to insuring the financial stability of the SLA. In order to insure efficient and responsible management of the library budget the Library Director:

• Prepares the annual budget for Board review and approval in a timely manner.
• Presents budget requests to Board of Selectmen.
• Administers and monitors expenditure of library funds to stay within approved budget.
• Works with Treasurer to review monthly reports and keep abreast of various funds and accounts.
• Identifies, pursues and supports all fundraising efforts through grant writing, planned giving, underwriting and the annual appeal.
• Prepares grant proposals for state agencies, foundations and other organizations to fund programs.
• Acts as a conduit between Board, staff and volunteers to ensure smooth implementation of fund-raising activities within the daily operations of the library.

Public Relations

As per the Public Relations Policy of the SLA, the Library Director:

• Manages internal and external communication of the SLA including but not limited to brochures, newsletters, fliers, and newspaper articles.
• Identifies and pursues public relations opportunities that engender good will toward and promotion of the SLA.
• Develops and maintains cooperative relationships with the Sherman Town Government, the Sherman School, the Sherman Historical Society, and other community organizations.

Personnel Management

As the immediate supervisor of all library personnel, the Library Director:

• Recruits, trains, evaluates and, when necessary, terminates all staff and volunteers.
• Assigns duties, defines staff responsibilities, and administers wages.
• Promotes staff development by providing opportunities for staff to attend workshops and conferences.
Physical Plant Management

The Library Director's oversees all aspects of the physical plant, grounds and equipment. The Library Director:

- Schedules and supervises contract services, maintenance personnel and takes appropriate action in emergencies.
- Purchases equipment and furnishings as needed.
- Provides leadership and direction for major development projects including construction and renovation of facilities.

Board of Trustees Representative

The Library Director informs the Board of Trustees of all relevant library business. As an ex officio member of the board, the Library Director:

- Participates in monthly meetings of the Board of Trustees and provides a detailed report of library operations and developments at each meeting.
- Provides professional expertise and guidance to the board including but not limited to presenting information on pertinent legislation from local, state, and federal agencies, discussing trends in library technology, funding, and management wherever possible.
- Serves as ex officio member on Board committees.

Professional Development

To stay aware of new trends in library management and technology, legal issues facing libraries, and new ideas for programming the Library Director:

- Attends meetings, workshops and conferences.
- Maintains membership and participates in professional library associations.

The Library Director's job also includes any other duties that are requested by the Board of Directors or that are essential to ensuring that the SLA provides the best possible library service to the community. The Library Director will be evaluated by the Board annually.

December 2005

Library Director

Wilton Library

Summary of Responsibilities:
Communication
Manages the internal and external communications and public relations of the Association

Leads in the communication of Library needs to the community.

Expands community outreach to provide broader channels for the exchange of information, encouraging the Association's responsiveness to the needs of the community.

Relays changes in Library services, programs, and collection to the Board.

Relays developments in Library fund-raising, expansion, and strategic planning to staff.

Provides liaison initiatives to business and school communities, positioning the Library as a partner to these two segments of Wilton.

Encourages the publication and dissemination of internal policies and procedures to staff.

Personnel & Staff
Oversees the recruiting, training, performance management and retention of staff.

Maintains an overview of Library activities that enables redeployment of staff in areas of heavy use or to provide enhanced service.

Encourages professional development among staff members and mines the talents of staff to benefit the activities of the Association.

Creates opportunities for staff to suggest and implement improvements in Library service, programs and collection within a customer-focused framework that supports the vision and mission of the Association.

Develops and implements the necessary human capital infrastructure which supports the Association's objectives and positions the Association for future expansion.

Library Services & Operations
Provides leadership with regard to creation and implementation of "best practices" in library management/administration, consulting others in the field as appropriate.

Oversees the utilization and maintenance of the Library's physical plant.

Leads the day-to-day operations of the Library, including but not limited to: reference, circulation, programs, volunteer utilization, community outreach and relations, staff training and development, community database creation and maintenance.
Oversees the continual development of the Library’s Web site so that it is an instrument for service delivery, information exchange and public awareness.

Supervises the utilization and maintenance of technology to deliver, monitor, and enhance Library service.

Stays abreast of demographic and usage trends to make efficient and effective use of limited collection resources.

Budget/Finance
Creates the annual Budget for the Association.

Maintains the financial integrity of the Budget's implementation and administration.

Working with the Treasurer of the Association, provides information to staff, Trustees, and appropriate outside parties regarding reconciliation of actual income and expense to budgeted amounts.

Strategic Planning/Fund-Raising
Supports and advises the Board of Trustees in its fund-raising initiatives.

Attends Board of Trustee and Board Committee meetings as deemed appropriate to inform the ongoing business of the Association.

Works with the Board of Trustees in carrying out affairs of the Association, including assistance in the formulation of policies and practices of the Board.

Acts as a conduit between Board of Trustees and staff to ensure smooth implementation of fund-raising activities within the daily operations of the Library.

Plays an active role in strategic planning for building expansion.

Interacts as appropriate with such consultants as the Board of Trustees may engage to provide guidance in the expansion of the Library facility.

Responsible to:
Library Board of Trustees

Reports to:
Library Board President

Education and Training Required:
Holds a Master of Library Science degree from an accredited university. Exhibits strong skills in traditional, online database and Internet research. Attends appropriate continuing education
workshops and conferences. Reads professional journals to remain abreast of developments in
the profession. Has served five years or more in progressively more responsible administrative
positions.

Works:
Full-time position. 35 hours per week.

revised 8/02

Library Page Job Descriptions

Library Page
Town Of Manchester

Reports To
Librarian II

Job Summary
Under supervision this position helps shelve and organize library collection materials and
otherwise help prepare the library facilities for program use. The position reads shelves, shelf
checks overdue items and applies acquired knowledge to help customers locate materials. The
work requires an understanding how the library is organized. The work performed is subject to
review through observation, reports and the results achieved.

Essential Job Functions

- This position is an indirect service provider helping to maintain the availability of library
  materials by shelving books and other materials, reading the shelves and organizing
  materials into their proper sequence.
- Answers in-person inquiries, helps customers locate needed materials and refers
  customers to other appropriate assistance.
- Physically lifts and arranges the library furniture weighing up to 75 pounds, equipment
  and facilities for use by various library programs and restores the rooms or locations to
  an orderly condition following their use.

Other Job Functions
• Develops a working knowledge about the organization and care of library materials and library services and programs.

Knowledge, Skill And Ability
The incumbent must have the ability to communicate effectively orally, in writing and by listening.

A library page has and continues to develop a working knowledge of the library collection and its organization.

Physical And Mental Effort/Environmental And Working Conditions
The work includes some physically challenging work such as moving furniture and locating and obtaining information and materials throughout the library of a wide variety of sizes and shapes, walking and standing for extended periods and carrying a reasonable selection of materials between places where they are stored and places where they are used.

To be considered for this position an applicant must have an interest in library services and programs and be in their last two years of high school or have graduated from high school.

(The above description is illustrative. It is intended as a guide for personnel actions and must not be taken as a complete itemizing of all facets of any job.)

Library Page

New Fairfield Library

Supervisor
Director, Assistant Director, Children’s Librarian; takes direction from Circulation clerks

Hours of work
Part time

Primary Function
Shelves library materials and keeps them in proper order

Qualifications, Education, Experience, and Skills Required

• At least 16 years old
• Ability to follow written and oral instructions
• Ability to learn the Dewey Decimal system and other library filing systems

Primary Duties

• Shelves library materials in proper order
• Does shelf reading to assure materials are in proper order
• Answers directional questions
• Assists in other room activities as needed

Library Page

Berlin-Peck Memorial Library

General Statement of Duties
Responsible for shelving books and performing related tasks.

Supervision
Reports to the Circulation staff.

Responsibilities

• Projects a positive and pleasant attitude to the public and cooperates and maintains an effective relationship with other staff members as part of a team.
• Shelves library materials.
• Locates requested items.
• Puts books in order on shelves
• Assists staff with checking materials for damage and removing them from the shelves.
• Stamps and pockets new materials for circulation.
• Stamps date due cards.
• Adheres to library policies and procedures.
• Performs any other tasks as requested.

Qualifications

• Ability to understand and follow oral and written instructions in English at an 8th grade level.
• An awareness of the purposes and functions of the public library and the ability to learn routine library procedures.

Physical Qualifications

• Meets the minimum age requirements under State and Federal regulations.
• Ability to push and pull library book trucks weighing 100-300 lbs.
• Carry up to 15 lbs. of books across the library.
• Stand for a long time in one area.
• Bend and stretch to reach high and low shelves.

Library Page
Public Library

General Statement of Responsibilities
Shelves and performs simple clerical tasks.

Responsibilities

- Shelving filing of books, magazines, and other materials
- Dusting or cleaning of shelves
- Clipping and sorting of coupon files

Necessary qualifications
High school education, often in progress. The Library Page must be able to file materials within the appropriate classification scheme, particularly the Dewey system with Cutters. As with all our positions, Library Pages must be able to courteously refer clients to the appropriate service desk.

ADA concerns
The Library Page position may be performed with partial physical disabilities although the position is physically demanding and requires bending, lifting, and reaching. Persons with visual disabilities may have difficulty filing Library materials, although speech and hearing disabilities would present few problems. Intellectual impairment may not hamper performance where the ability to file quickly is present.

Maintenance Job Descriptions

Custodian

Russell Library

Position Definition
Performs general cleaning and minor maintenance duties in maintaining library building, adjacent walks and grounds, and equipment in clean, orderly and functional condition. Provides assistance to staff, visitors and other employees as necessary.

General Duties

- Receives oral or written orders from Head Custodian and Head of Building Services.
- Performs work according to standard procedure and by building's operational schedule.
- Cleans rooms, hallways, restrooms, locker rooms, offices, stairways and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strip and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture and blinds.
- Dusts furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors and sills.
- Makes minor carpentry, electrical, mechanical and plumbing repairs.
- Performs touch up and finish painting.
- Empties wastebaskets.
- Replenishes restroom supplies.
- Replaces light bulbs.
- Sets up and tears down chairs, tables and equipment in meeting rooms, and function rooms.
- Prepares rooms for use by Library Board and organizations.
- Clears snow from entrances and walkways.
- Picks up and delivers supplies and materials to rooms.
- Follows all applicable safety rules and procedures.
- Opens and closes library building according to security procedures.
- Reports work accomplished orally or on written work order to supervisor.

**Additional Duties**

- Participates in general cleaning, painting, and repair work.
- Uses hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks.
- Assists in shipping and receiving of library supplies and materials.
- Provides assistance to officials, staff, visitors, and other employees as necessary.
- Checks building at beginning and end of shifts.
- Participates in building coverage by working evenings and Saturday rotation as required.

**Supervised By**

Receives general supervision from the Head Custodian and Head of Building Services.

**Qualifications Profile**

- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff and public in a courteous manner.
- Ability to acquire job skills with three months of on-the-job training.
- Ability to lift and carry objects weighing from 15 to 25 pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
Facilities Manager

Russell Library

Position Definition
Under the general direction of the Library Director and the Assistant Library Director, and in harmony with the policies of the Library and Federal, State, and local laws and regulations, the Facilities Manager develops and directs the programs of capital outlay (for maintenance and repair), maintenance, plant and security operation, and has general charge of the personnel working in this capacity. The Facilities Manager evaluates the effectiveness of all capital outlay (for maintenance and repair), maintenance plant and security operation programs and recommends needed changes to the Library Director.

General Duties

- Assigns and supervises the training and work of all custodial and security personnel.
- Prepares bid specifications for supplies and contracted maintenance which includes all building services (to include, but not limited to H.V.A.C., Fire alarms, and other Life Safety systems, telephone, and security systems).
- Secures public bids or quotations for above, initiates purchase orders, negotiates contracts, oversees and inspects purchases, construction and repairs, attends on-site meetings, and oversees project and purchasing accounting functions, plans, and schedules, and supervises all custodial personnel tasks (to include, but not be limited to, inspections, preventive maintenance, repairs, and routine inspections of building infrastructure, including walls, ceilings, doors, windows, hardware, and roof, cleaning and care of floors, walls, bathrooms, etc.).
- Care of trees, lawns, and shrubbery; snow and ice removal.
- Prepares and keeps maintenance record.
- Requisitions all maintenance and custodial supplies and equipment.
- Implements and maintains inventory control systems.
- Anticipates and budgets for all major facility maintenance requirements (prepares an annual budget for the programs of capital outlay for maintenance and repair and plant operation to be presented to the Library Director).

Additional Duties
Prepares and presents reports as directed by the Library Director or Assistant Director. Interacts with local officials regarding library issues including, but not limited to, Building Officials, Fire and Police Officials, Health Department Officials. Represents the Library on the city Bloodborne
Pathogens Committee, and the Recycling Task Force, and other committees as assigned by the Library Director.

Qualifications Profile

- Required to work in a supervisory capacity with custodial and security staff, and possess a basic working knowledge of H.V.A.C., fire alarms, and other life safety systems, telephone, and security systems.
- The Facilities Manager shall be sufficiently skilled in human relations to perform in this capacity with reasonable success.
- Should be sufficiently articulate to communicate Library policy and Administrative regulations to the general public.
- Prepares in writing detailed and precise specifications for all contracted maintenance programs and arrange for public bidding as required.
- Have training, background, and experiences sufficient to satisfy the expectations described in this job description.
- Post secondary education is required.

License or Certification
Connecticut Motor Vehicle operator's license.

Note: The above description is illustrative of tasks and responsibilities. It is not intended to include every task or responsibility which may be required.

Revised 3/1997
Approved 3/18/97 Board of Trustees

Head Custodian

Russell Library

Position Definition
Supervises and leads the general cleaning and maintenance of the library building, adjacent walks and grounds; receives materials and supplies and delivers to units; is responsible for maintaining operational and working equipment in clean, orderly, and functional condition. Responds to emergency situations, such as power failure, plumbing, heating, or vandalism.

General Duties

- Receives oral or written instructions from the Facilities Manager.
- Plans work according to standard procedure and by library or maintenance schedule.
- Prepares a systematic approach to the cleaning, repair, and maintenance of the building, grounds, equipment, and related facilities.
- Organizes, supervises, and participates in the cleaning, maintenance, and repair of the building, adjacent walks and grounds, and equipment.
- Prepares heating, cooling, and related equipment at beginning of day.
- Assigns cleaning and maintenance tasks to custodians.
- Oversees and leads the cleaning of rooms, restrooms, locker rooms, offices, stairways and windows.
- Performs minor carpentry, painting, and plumbing maintenance work.
- Oversees the maintenance and repair of mechanical equipment.
- Arranges with private service firms for the overhaul and repair of equipment.
- Plans and participates in the general cleaning and maintenance work during slack periods.
-Maintains inventory of cleaning supplies, materials, and equipment.
- Orders supplies and equipment as needed.
- Trains custodians, including temporary and seasonal workers, in cleaning and maintenance activities.
- Follows all applicable safety rules and procedures.
- Reports work accomplished orally or on written work order to the Facilities Manager.

Additional Duties

- Prepares budget requests for cleaning and maintenance needs.
- Performs errands out of building, such as pick-ups and deliveries.
- Responsible for shipping and receiving of library supplies.
- Assists staff in moving and lifting library materials.
- Sets up rooms for use by Library Board and/or private organizations.
- Assists visitors to the library.
- Regularly inspects building, facilities, and equipment.
- Reports problems to the Facilities Manager.
- Participates in building coverage by working evening and Saturday rotation as required.
- Periodically makes security check of building.
- Secures building at end of shift.

Supervised By
Receives general supervision from Facilities Manager.

Qualifications Profile

- The skills and knowledge would be generally acquired with graduation from high school and two years experience in building cleaning and maintenance work, including responsibility for mechanical equipment repair and maintenance, and one year of supervisory experience.
- A working knowledge of building plans, including basic utilities information.
- Knowledge of building cleaning and maintenance work.
• Ability to understand and carry out instructions furnished in written, oral, or diagrammatic form.
• Ability to train and supervise custodians.
• Ability to relate to officials, staff, and public in a courteous manner.
• Ability to lift and carry objects weighing from twenty-five to fifty pounds.
• Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.

License or Certification
Connecticut Motor Vehicle operator's license.

Note: The above description is illustrative of tasks and responsibilities. It is not intended to include every task or responsibility which may be required.

Revised 3/1997
Approved 3/18/97 Board of Trustees

Head Custodian

Wilton Library

Summary of Responsibilities:
Maintains the Library building, equipment and grounds in clean, orderly and functional condition.

Education and Training Required:
Has a working knowledge of building plans and building cleaning and maintenance work. Is able to understand and carry out instructions furnished in written, oral and diagrammatic form.

Reports to:
Library Director

Duties/Responsibilities:
Receives and responds to oral and written instructions primarily from the Library Director, but also from other staff members.

Prepares a systematic approach to the cleaning, repair, and maintenance of the building, grounds, and equipment and carries it out.

Maintains inventory of cleaning supplies, materials, and equipment and orders supplies when necessary.

Sets up tables and chairs and rearranges furniture as necessary for scheduled meetings and programs throughout the building.
Troubleshoots equipment problems.

Assembles new equipment and furniture.

Secures building at end of evening shifts as necessary.

Empties trash (including recycling papers and bottles), cleans bathrooms, empties the drive-up book return, etc. daily.

Waters plants, vacuums, dusts, etc. weekly.

Washes windows and floors, performs overall yard maintenance (waters gardens, mows lawn and shovels snow) replaces light bulbs, transports book sale donations to the dumpster or to the book barn, etc. as necessary.

Attends monthly staff meetings and monthly training sessions (the latter, as appropriate).

Performs other duties as required to maintain the Library building, equipment and grounds in clean, orderly, and working condition.

Works:
Full-time position. 35 hours per week.

revised 8/02

Office Positions Job Descriptions

TOWN OF ENFIELD
LIBRARY DEPARTMENT
ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF DUTIES: Assist the Director of Libraries in all areas of library management including developing the library budget and providing efficient library service. Does related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Libraries within general procedural and policy guidelines.
ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; responsible for diversified activities including: Preparation and promotion of publicity; acquisition of books; acquisition of library materials and supplies; evaluates and acknowledges all gifts received; maintains financial and personnel records; tracks budget by categories & alerts Director to potential problems.

OTHER JOB FUNCTIONS: Preparation of payroll summary sheet; other duties as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, grasp, handle, feel or operate objects, tools or controls. The employee is occasionally required to climb, balance, stoop, kneel, crouch, reach with hands and arms, walk; lift push or pull objects up to 20 pounds. Hand-eye coordination necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to perform complex tasks requiring independent knowledge and its application to non-routine situations.

The noise level in the work environment is usually quiet. May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in a computer screen.

MINIMUM QUALIFICATION:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of library organization and procedures; ability to prepare reports relative to present procedure; ability to deal with associates and public in a courteous manner; computer skills, knowledge and skills in using computer software office products - word processing and graphics.

PERSONAL ATTRIBUTES: Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

EXPERIENCE AND TRAINING: Requires Associate Degree with two (2) years experience in public or private library environment.
This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Revised: 2-1-99

Administrative Assistant

Town Of Groton

Position Definition
Performs secretarial and administrative work of a complex, confidential and responsible nature in a major department. Supervises other clerical staff.

General Duties
Receives oral or written instructions from a Supervisor and/or Department Head. Plans and organizes work according to established or standard office procedures. Determines priority of work tasks. Assigns work to clerical staff or to temporary staff. Types and transcribes letters, reports and meeting minutes from rough draft, shorthand, notes, or transcription equipment. Relieves supervisor of administrative detail. Composes and types routine correspondence and reports. Screens telephone calls or greets visitors, ascertain nature of business and refers to appropriate office. Arranges meetings and schedules appointments for Supervisor. Compiles and coordinates data for action by Supervisor. Prepare statistical and narrative reports of some complexity, which may involve use of data processing equipment. Transmits and explains Supervisor's directions to proper persons and follows up for compliance, completeness and conformance with deadlines. Performs special assignments, studies and routine administrative functions as directed. Acts as representative of a department dealing with the public. Receives and records fees. Performs minor bookkeeping functions. Schedules and coordinates the use of town owned buildings and facilities. Reports work accomplished to Supervisor.

Additional Duties
Develops and maintains confidential and complex records and files. Maintains purchasing, personnel or other administrative records. Uses computer terminal to enter and retrieve information.

Supervised By
Receives general supervision from a Department Head or Supervisor.

Qualifications Profile
The skills and knowledge required would generally be acquired with an Associate's Degree in Secretarial Science and four years of progressively responsible secretarial or office administrative work; or a high school diploma and seven years experience. Ability to type. Ability to operate computer, word and data processing equipment. Ability to create spreadsheet, perform word processing and manage a data base.
License or Certificate
Not applicable.

Career Possibilities
Promoted From: Office Assistant III
Promoted To: Executive Secretary

Office Assistant II
Town Of Groton

Position Overview
Performs general clerical work of considerable complexity and variety. Enters and retrieves information through a computer terminal. Provides information to the public requiring a knowledge of department programs and procedures. Incumbent may work autonomously in a small office/department or may work in conjunction with other clerical staff in a larger office/department. Schedules appointments and otherwise relieves officials of clerical work and minor administrative and business details by performing the following duties.

Essential Duties And Responsibilities
This position performs a variety of clerical and administrative tasks, focused on supporting the needs of the department. Enters data and word processes material including but not limited to records, reports, memoranda, minutes, lists and labels. Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by supervisor. Composes and types routine correspondence. Files correspondence and other records. Provides information and referral services to public regarding Department, Unit or Town programs and procedures. Schedules appointments for supervisor. Compiles and types statistical reports. Prepares outgoing mail. Prepares requisitions for materials and supplies. Performs arithmetical computations as required.

Additional Duties And Responsibilities
Performs various routine office duties such as running errands and delivering materials and supplies. Maintains routine financial and payroll records for a Department or unit. Receives and records fees. Handles circulation control. Temporarily relieves other office staff as need requires. Performs related tasks as assigned. Based upon the level of clerical staffing in a given office some or all of these additional duties may be considered essential. Schedules appointments, meetings and conferences.

Qualifications
The skills and knowledge required would generally be acquired with a high school education and four years experience in general office work. Must posses the ability to type and operate office equipment. Demonstrated ability to read and comprehend documents necessary to the safe and effective performance of the job and the ability to compose basic correspondence. Must have sound word processing capabilities with current applications, demonstrated
customer service skills. Must be well organized and able to effectively prioritize; must possess strong administrative and coordinative skills; must be accurate and attentive to detail, while meeting deadlines on a regular basis. Ability to create spread sheets and manage a data base. Incumbent will be required to apply reasoning ability to carry out detailed written and oral instructions and will be required to resolve problems with several variables in a dynamic setting.

Certificates, Licenses, Registrations
N/A

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. The employee will routinely operate typical business office equipment, including computer hardware.

Accommodations
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

TOWN OF MONROE
JOB DESCRIPTION
LIBRARY OFFICE ASSISTANT

Department: Library

Position Overview: Assists the Library Director with administrative and business tasks. Performs secretarial, clerical, and bookkeeping work of a responsible nature for the library. Also assists patrons in the use of library services, equipment, and facilities.
Primary Responsibilities:

- Plans and organizes office work according to established or standard office procedures
- Types correspondence and reports
- Transcribes and types minutes from staff meetings
- Organizes and maintains office files
- Orders and receives library and office supplies
- Opens, sorts, and distributes library mail
- Prepares and submits purchase order requisitions for approved orders
- Prepares and submits approved invoices for payment
- Maintains accurate and up-to-date records of library finances and business transactions, including but not limited to information on orders, payments, budget account activity and balances, gifts received and spent, etc.
- Maintains accurate and up-to-date records on personnel, as needed
- Prepares monthly financial reports for the Library Board of Trustees
- Prepares and mails information packets for Library Board of Trustees meetings, and posts minutes and agendas of board meetings with the Town Clerk and with other sites, as directed
- Prepares monthly and annual statistical reports of library activity
- Trains and supervises staff and volunteers assigned to the administrative office
- Screens telephone calls and greets visitors

Additional Responsibilities:

- Works at public service desks, as scheduled
- Provides patrons with general information on library services; assists and instructs patrons in using library services, equipment, and facilities
- Maintains bulletin boards and pamphlet displays
- Maintains library publicity scrapbooks
- Performs other duties, as assigned

Supervision Received: Receives direct supervision from the Library Director

Supervision Exercised: Under the direction of the Library Director, supervises staff and volunteers assigned to the administrative office

Required Knowledge, Skills, and Abilities:

- Thorough understanding of general business and office procedures, including bookkeeping and purchasing/receiving functions
- Ability to word process/type with reasonable speed and exceptional accuracy
- Ability to keep records accurately
- Ability to organize work for efficient use of time
• Ability to interact courteously and effectively with the public, with the library’s business contacts, and with other staff
• Thorough working knowledge of computers, with the ability to perform word processing, create and use spreadsheets, and use email
• Ability to understand and interpret library policies, procedures, and rules
• Ability to work independently.

Minimum Qualifications: Associate's Degree in Secretarial Science and 2 years of responsible secretarial or office administrative work; or a high school diploma and 3 years relevant experience required. Previous library experience desirable.

Physical Requirements:

• Ability to lift and/or move materials up to 25 pounds.
• Ability to push a loaded book truck weighing up to 300 pounds.
• Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
• Ability to operate a keyboard at efficient speed and typical business office equipment, including computer hardware.
• Regularly required to talk and/or hear; use hands to operate objects, tools or controls; and reach with hands and arms.
• Vision and hearing at or correctable to "normal ranges."
• Occasionally required to attend off-site meetings.
• Occasionally exposed to outside weather conditions.

Secretary to the Board of Trustees

New Fairfield Library

Supervisor
Chairman of the Board of Trustees

Hours of Work
Part Time

Primary Function
Performs secretarial duties for the Library Board of Trustees

Qualifications, Education, Experience, and Skills Required

• High school graduate with secretarial training
• One to three years general secretarial experience
• Good written and verbal communication skills
- Familiar with word processing programs
- Shorthand optional
- Ability to complete projects unsupervised
- Ability to recognize and maintain need for confidentiality

Specific Duties

- Attends all regularly scheduled Library Board meetings and special meetings as needed
- Prepares agenda and posts it with the Town Clerk as prescribed by town/state laws
- Sends agenda and minutes to each Board member as a reminder of the upcoming meeting
- Takes minutes of Library Board meeting
- Types and distributes minutes to each Board member and Library Director
- Maintains permanent file of minutes as required by town/state laws
- Prepares correspondence as directed by the Library Board
- Prepares meeting room as needed

Programs Coordinator Job Descriptions

**Library Programming Assistant LTA II**

**Town of Colchester**

*General Statement of Duties*

Assists with the development and implementation of programs and services for people of all ages. Works in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

*Supervisor*

Works under the direct supervision of the Children's Librarian, Adult Services Librarian, and Library Director.
**Essential Duties**

The following is an illustrative and non-exhaustive list of duties:

1) Assists the Children's Librarian and/or Adult Services Librarian in the planning and execution of programs for children, teenagers, and adults of all ages.

2) Prepares developmentally appropriate early literacy experiences for infants, toddlers, and preschoolers.

3) Utilizes storytelling tools such as puppets, flannel boards, musical instruments, and other early childhood materials.

4) Researches and shares new materials for library programming with other program presenters.

5) Creates signs, flyers and other publicity material for library programs.

6) Creates displays for the Library.

7) Assists in outreach programs in the Colchester community.

8) Assists patrons with reader's advisory and research requests.

9) Assists patrons with technology.

10) Participates in materials selection, including placing orders.

11) Performs circulation and customer service duties as needed.

12) Performs Circulation Desk duties.

13) Attends workshops and continuing education inservices related to position.

14) Undertakes special projects and other duties as assigned by the Library Director, Children's Librarian, and/or Adult Services Librarian

15) Performs other duties as assigned.
16) Be punctual.

17) Be aware of and ensure the safety of the work site around you.

18) Participate in all staff meetings.

19) Provide evidence of ongoing career and/or skills development.

20) Related duties as assigned.

21) Comply with Town of Colchester Personnel Policies.

**Required Knowledge, Skills, and Abilities**

1) Must have:

   a) Strong interpersonal skills.
   
   b) Good organizational skills.
   
   c) Technology skills—including word processing, spreadsheets, presentation, and publishing programs, use of social media, and technology assistance.

2) Must be able to:

   a) Work effectively with toddlers, children and teenagers.
   
   b) Present songs, rhymes, finger plays and speak and perform in front of an audience.
   
   c) Manage time effectively and organize programs and material.
   
   d) Remain on task despite interruptions.
   
   e) Work independently with minimal supervision.
f) Perform the essential functions of the job with or without reasonable accommodation.

g) Work with detail and follow established procedures.

**Education and Experience**

1. Bachelor's Degree--preferably in English, Psychology, Child Development, Education or related fields.

2. Prior library work experience preferred.

3. Prior experience with public programming preferred. Prior experience working with small groups preferred.

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**Program Coordinator**

**New Fairfield Library**

Supervisor
Director, Children's Librarian, Assistant Director

Hours of Work
Part Time, Union

Primary Function
Plans and assists with library programs

Qualifications, Education, Experience, and Skills Required

- Bachelor's degree in education or library science and or three years experience in children's programming
- Good oral and written communication skills
- Good interpersonal skills
- Ability to work creatively and comfortably with children, parents, teachers, community members, and organizations
• Good organizational skills

Primary Duties

• Plan and conduct storytimes and other children's programs
  o Select appropriate books, songs, puppets, fingerplays, etc.
  o Update storytime collection
  o Prepare crafts
• Plan and conduct special programs
  o Book speakers, do advertising
  o Attend programs
• Coordinate volunteer functions for programs
• Administer budget for programs with Children's Librarian
• Attend meetings with school personnel, PTO
• Attend workshops as appropriate

Program Manager

Wilton Library

Summary of Responsibilities:
Creates a calendar of programs for adult patrons of the Wilton Library. Contacts potential program presenters, evaluates potential programs, and schedules programs. Responds to needs and desires of community in library program offerings.

Education and Training Required:
Holds a Bachelor's degree from an accredited university or college or relevant experience. Exhibits a proven ability to deal with the public, organize tasks, and deal with the unexpected.

Reports to:
Library Director

Duties/Responsibilities:
Reviews materials sent by prospective program presenters to evaluate appropriateness of potential programs.

Attend classes, programs and talks in neighboring communities for ideas for possible WLA programs.

Schedules programs for continuity and timeliness of topics. Advises appropriate library personnel of upcoming programs for posting on Web site, publicity, registration, etc.
Keeps calendar of all programs, community room rentals and other meetings for Library. Prepares calendar for newsletter publication. Prepares weekly update of program information on Library telephone system.

Works with Trustees, Staff and outside contacts to expand our roster of program presenters.

Attends programs, including introduction of speakers to audience.

Keep mailing lists of program attendees for future program mailings.

Hours:
Part-time position. 20 hours per week

Reference & Adult Services Librarian Job Descriptions

TOWN OF ENFIELD
LIBRARY
REFERENCE LIBRARIAN

GENERAL STATEMENT OF DUTIES: Responsible for identifying and interpreting user needs; providing reference, readers' advisory, computer, database and referral services to Library patrons directly, and by telephone; and assisting patrons in material selection.

SUPERVISION RECEIVED: Works under the general direction of the Assistant Library Director.

SUPERVISION EXERCISED: Directly supervises the Reference Assistants and, as assigned, other library staff. Directly supervises part-time Professional Reference Librarians.

ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; provides reference, readers' advisory, and referral services to patrons, in person and by telephone; provides technical/reference support to staff; performs manual and automated bibliographic searches; plans and prepares bibliographies; performs routines and procedures related to manual and automated interlibrary loans and other referral services; maintains familiarity with the
collection, recommends materials to be added, using standard library selection tools; supervises Reference Assistants and other personnel as assigned in the absence of the Library Director and Assistant Library Director; assists in planning and implementing programs and public relations activities; explains basic library functions, services and resources to the public; operates and maintains library equipment; collects data for statistical analysis and reports; prepares reports for submission to the Library Director; keeps informed of current events and of developments in the library field; maintains current knowledge of library technology; takes advantage of state and regional opportunities for continuing education to keep knowledge of library practices and procedures current; performs related work as required.

OTHER JOB FUNCTIONS: Assists in maintaining inventory of the collection, using CONNECT database; represents the library at professional and community meetings; when designated librarian-in-charge, is responsible for security of the building.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to finger, handle, feel or operate objects, tools or controls; talk, hear; reach with hands and arms, stand, walk, grasp objects with fingers. The employee is occasionally required to climb, balance, kneel, crouch.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, necessary to operate computers and various office equipment.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performs complex tasks requiring independent knowledge and its application to non-routine situations.

The noise level in the work environment is generally quiet. May be exposed to dust, fluctuation in inside temperature and electromagnetic radiation from the computer screen.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of professional library methods, reference resources and practices; knowledge of books, authors and readers interests; skill in the operation of computer systems; skill in applying library research methods and practices; ability to work independently with a minimum of supervision; ability to communicate effectively in written and oral expression; ability to deal with the public in a professional and courteous manner; ability to establish and maintain effective supervisory and working
relationships with co-workers. Knowledge of and experience with PCs, LANs and the Internet, including but not limited to knowledge of DOS, Windows 95, Windows NT and Netscape, etc.

**EXPERIENCE AND TRAINING:** Bachelor's degree from an accredited four year college or university, plus a Master's Degree in Library Science from an American Library Association-accredited institution and not less than 2 years' experience in a professional library position and specialized competency with LANs and reference services.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.*

Revised: 2-1-99

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**TOWN OF MONROE**

**JOB DESCRIPTION**

**ADULT SERVICES LIBRARIAN**

Department: Library

Position Overview:

Under the supervision of the Library Director, performs responsible and varied administrative and professional library work related to planning, organizing, and directing the activities of the Adult Department and the Teen Space. Supervises the entire library, including personnel and facilities, in the absence of the Library Director and the Children's Services Librarian.

Primary Responsibilities:

- Trains and supervises staff and volunteers working in the areas of reference, interlibrary loan, and teen services; makes job assignments and verifies that assignments are carried out properly
- Assists the Circulation Services Manager and the Cataloger in supervising circulation and technical services staff and volunteers
- Schedules reference, interlibrary loan, and teen services staff and volunteers
- Evaluates the work performance of reference, interlibrary loan, and teen services staff and volunteers
- Assists the Library Director in budgeting for the collections, services, and programs of the Adult Department and the Teen Space
- Submits to the Library Director purchase order requisitions for Adult Department and Teen Space materials, equipment, and other proposed purchases; verifies and refers to the Library Director for payment invoices for Adult Department and Teen Space orders
Selects materials for acquisition and withdrawal from the adult and teen print and non-print collections, as assigned; supervises the organization, maintenance, preservation, withdrawal, and disposal of materials

Provides reference and reader's advisory guidance to adult and teen patrons

Assists adult and teen patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities

Assists the interlibrary loan aide with the interlibrary loan system, including paperwork and shipments, as needed

Plans, organizes, and supervises programs for adults and teens in order to encourage reading, viewing, and listening of library materials; provides library service to the middle and high schools and community through programs such as class visits, summer reading events, etc.

Creates bibliographies, user guides, promotional materials, and publicity spotlighting adult and teen collections, services, and programs

Creates displays to enhance the library experience and to promote use of library resources

Maintains knowledge of the automated circulation and technical services systems and assists with circulation and technical services tasks, as needed

Prepares regular narrative and statistical reports for the Library Director

Interprets library policies and procedures to the public in a customer-friendly manner

Additional Responsibilities:

- Identifies reading trends among adult and teen patrons
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to adult and teen library services
- Serves on professional and community committees, as requested, to advance the library and the library profession
- Performs other duties, as assigned

Supervision Received: Receives general supervision from the Library Director

Supervision Exercised: Supervises the Circulation Services Manager, the Cataloger, and all staff and volunteers assigned to reference, interlibrary loan, and teen services

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of public library services and programs
- Possesses a solid general education and is especially familiar with adult and teen literature and resources
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to understand and interpret library policies, procedures, and rules
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to interact courteously and effectively with library staff and volunteers, the library's business contacts, town employees, and the general public
- Ability to initiate, organize, and follow through on programs, services, and projects
- Solid knowledge of current trends and developments in the library profession and in adult and teen library services
- Thorough knowledge of adult and teen library resources: print, non-print, and electronic
- Working knowledge of public relations procedures
- Experience in collection development and programming for adults and teens
- Ability to represent the library at professional and community meetings

Minimum Qualifications:

Master's Degree in Library Science from an ALA-accredited institution required. Minimum of 3 years experience working with adult and/or teen library services, resources, and online searching preferred. Some supervisory experience necessary.

Physical Requirements:

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noises
- Ability to work under stress from deadlines, public contact, and changing priorities, and conditions
- Ability to operate computers with proficiency using library software, word processing, and the Internet
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time
- Ability to move and/or lift materials up to 25 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Ability to read printed materials and information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, and via the printed word
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor
- Ability to travel to attend meetings both inside and outside of Monroe

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.
TOWN OF MONROE
JOB DESCRIPTION
REFERENCE LIBRARIAN

Department: Library

Position Overview: Under the supervision of the Adult Services Librarian, performs responsible and varied professional work in the Adult Department. Supervises the Adult Department in the absence of the Adult Services Librarian.

Primary Responsibilities:

- Provides reference and reader's advisory guidance to adult and young adult patrons; provides reference and reader's advisory guidance to children, as needed
- Assists and instructs patrons in using library services, equipment, and facilities
- Assists in providing interlibrary loan services to adult patrons
- Assists in planning and conducting adult programs, as requested
- Selects materials for acquisition and withdrawal, as assigned by the Adult Services Librarian
- Assists in preparing bibliographies, flyers, bulletin boards, displays, and publicity materials for the Adult Department
- Assists the Adult Services Librarian in maintaining the library homepage
- Assists the Adult Services Librarian in training and overseeing the work of staff and volunteers assigned to the Adult Department
- Supervises the Adult Department in the absence of the Adult Services Librarian

Additional Responsibilities:

- Attends professional and community meetings, workshops, and conferences, as requested
- Assists with circulation and technical services work, as needed
- Supervises all library operations on occasion, as assigned
- Performs other duties, as assigned

Supervision Received: Receives direct supervision from the Adult Services Librarian and general supervision from the Library Director

Supervision Exercised: Under the direction of the Adult Services Librarian, and in the absence of same, supervises staff and volunteers assigned to the Adult Department

Required Knowledge, Skills, and Abilities:
Thorough knowledge of public library services and programs

- Possesses a solid general education
- Comfortable working with adults and young adults
- Ability to interact courteously and effectively with the public, with the library's business contacts, and with other staff
- Ability to organize work for efficient use of time
- Strong computer skills
- Ability to word process and type with reasonable speed and accuracy
- Strong oral and written communications skills
- Ability to understand and interpret library policies, procedures, and rules

Minimum Qualifications: Master's Degree in Library Science from an ALA-accredited institution required. Excellent computer skills and familiarity with automated reference resources preferred. Previous experience working with adults and young adults desirable.

Physical Requirements:

- Ability to move and/or lift materials up to 25 pounds
- Ability to push a loaded book truck weighing up to 300 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
- Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Occasionally required to attend off-site meetings
- Occasionally exposed to outside weather conditions

Reference Librarian

New Fairfield Library

Supervisor
Library Director, Children's Librarian, Assistant Director

Hours of Work
Part Time, Union

Primary Function
Provides reference and readers advisory to patrons. Directs staff in assigned area and assumes responsibility for staff and building in the absence of Director, Assistant Director, and Children's Librarian.
Qualifications, Education, Experience, and Skills Required

- Bachelor's degree plus two years library experience
- Strong reference/reader's advisory skills
- Working knowledge of computer applications for library services
- Ability to apply principles of library science to solve practical problems
- Ability to comprehend patron needs quickly and accurately
- Good oral and written communication skills
- Ability to establish and maintain good working relationships with staff and public

Specific Duties

- Provide reference and reader's advisory to patrons in assigned area
- Supervise all functions in assigned area in absence of supervisor
- Assist Director and Children's Librarian in promoting library use through bibliographies, displays, and other special projects
- Recommend materials for acquisition/withdrawal
- Participate in maintenance of reference collection through consultation with supervisors, staff members and independent selection
- Performs duties in other library areas and participates in library special projects as needed or as requested by Director, Assistant Director, or Children's Librarian.

Head of Adult Services

Public Library

General Statement of Responsibilities
Responsible for all activities and services assigned to Adult Services including collections and programs.

Responsibilities

- Manages Library operation with the Head of Youth Services in the absence of the Executive Director.
- Works with Heads of Circulation, Youth Services, Technical Services, and the Executive Director as part of the Library's management team.
- Supervises and evaluates all staff assigned to Adult Services.
- Supervises the selection of all materials related to fiction, nonfiction, newspapers, and periodicals, computer services, and reference.
- Prepares statistics, reports, and grants related to Adult Services.
- Prepares bibliographies and displays and exhibits.
- Arranges Adult programs and activities and participates in publicity, community relations, and special events.
- Performs on service desks as needed.
Necessary qualifications
ALA accredited MLS minimum qualification, with experience as a supervisor in an Adult Services or reference environment. The Head of Adult Services should have a thorough knowledge of library issues and techniques, and must be able to supervise and motivate others to provide excellent customer service. In addition, the Head of Adult Services must possess the interpersonal and communication skills that will enable them to represent the Library to the community.

ADA concerns
The Head of Adult Services' position may be performed by persons with partial visual or hearing disability. Adaptive technology may be used to communicate with others, although the Head of Adult Services must be able to communicate by telephone and read print and nonprint materials for reference purposes. Physical challenges may be posed by the reaching, bending, and lifting that characterizes reference and reader's advisory functions.

Department Head Adult Services
Russell Library

Position Definition
Plans, organizes and supervises the activities of the adult services unit; develops and offers a variety of reading, educational and cultural programs for young adults and adults to encourage library usage and to foster community relations; and assists library patrons in the use of library services, facilities, and equipment.

General Duties
- Receives oral or written direction from Library Director and/or the Assistant Library Director.
- Plans work according to library schedule or standard routine.
- Establishes priority of work tasks.
- Participates in the development of operating policies and procedures.
- Participates through suggestions, in the near-term and long range planning of library services.
- Participates in library special projects as required or as necessary.
- Designs, schedules, coordinates and implements cultural programs for young adults and adults.
- Selects program topics and presenters.
- Negotiates fees.
- Prepares fliers, posters and media publicity for programs.
- Schedules and publicizes library exhibits and displays.
- Edits and coordinates distribution of library newsletter.
- Maintains an active public relations program, using local media to publicize library events, programs and services.
• Maintains collaborative relationships with community groups, arts organizations and professional library groups.
• Searches out intergovernment and foundation assistance.
• Writes grant applications to secure funds to support library programs.
• Prepares statistical and narrative reports for the Director. Reports work accomplished to Director.

Additional Duties

• Schedules library facilities for use by outside groups.
• Supervises volunteers and personnel as assigned.
• Provides training exercises for staff members as needed.
• Participates in professional library organizations to remain current in field.

Supervised By
Receives general supervision from Library Director and/or the Assistant Director.

Qualifications Profile

• The skills and knowledge required would be acquired with a Master's Degree in Library Science, and four years of increasingly responsible professional library work, preferably with experience in library publications and public relations work.
• Knowledge of the philosophy and functions of a public library.
• Ability to relate positively to community groups, library patrons and co-workers.
• Ability to write effective newsletter articles, news releases, promotional pieces and grant applications.
• Ability to design and layout effective brochures, fliers and newsletters.
• Ability to apply principles of library science to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
• Ability to prepare clear and concise statistical and narrative reports.
• Ability to acquire skill and to operate word and data processing equipment.

License or Certificate
Not Applicable.

Note: The description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility.

Head of Information Services

Russell Library

Position Definition
Plans, organizes, and supervises library reference services; participates in near-term and long-
range planning for reference and general library programs; and performs professional library services in assisting library patrons in the selection and use of library materials.

General Duties

- Receives oral or written direction from Director and/or the Assistant Director.
- Plans and organizes work according to season of year, special events, and regular library schedule.
- Establishes task priorities within working unit.
- Assigns regular and daily tasks to professional and clerical staff.
- Participates in near-term and long-range planning of reference and general library policies and services, including budget forecasting.
- Participates in library special projects as required or as necessary.
- Coordinates unit staff review of programs, services and policies for evaluation and improvements.
- Recommends policies and procedures for the improvement of reference services.
- Builds collection of books, periodicals, research instruments, and audio-visual materials through independent selection and consultation with staff members.
- Examines professional publications and other sources for selection of books, periodicals, and related materials.
- Arranges for purchases and coordinates acceptance, cataloging and classification of all reference books and materials with technical services.
- Promotes interest in library as a community resource by visiting and speaking to school, civic, cultural, and social organizations.
- Prepares reading lists for special interest groups such as students, elderly, cultural or business organizations.
- Plans and organizes special programs involving the use of library resources.
- Oversees interlibrary loan program.
- Prepares brochures, news releases, bulletins, posters, and other public relations materials to promote library services.
- Supervises the electronic transfer of information and remote computer terminal operation in entering and receiving information.
- Interviews applicants for employment as library staff.
- Provides training and supervision to professional staff, library assistants, and clerks.
- Makes budget recommendations for, and administers the approved budget of, the unit.
- Prepares regular and narrative reports for the Library Director, and the Library Board of Trustees upon request.

Additional Duties

- Operates computer terminal in issuing, receiving, and locating books and materials in reference programs.
- Attends meetings and participates in professional library organizations.
- Performs duties in other library divisions as needed.
Supervised By
Receives general direction from Library Director and Library Assistant Director.

Qualifications Profile

- The skills and knowledge required would be acquired with a Master's Degree in Library Science, and five years of progressively responsible public library experience, including three years as supervisor of a library division.
- Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.
- Knowledge of the principles of library administration, including collection development, planning, coordination and budgeting.
- Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.
- Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
- A working knowledge of computer applications for library services, including DIALOG system.
- Ability to work effectively with library staff and library patrons.

License or Certificate
Not Applicable.

Note: The description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility.

Reference Librarian II
Russell Library

Position Definition
Organizes and supervises the services and activities in the reference services division, including reference, community outreach programs and automated reference services; and performs professional library services in assisting library patrons in the selection and use of library materials.

General Duties

- Receives oral or written direction from Reference Unit Head. Plans and organizes work according to season of year, special events, and regular library schedule.
- Establishes task priorities within assignment.
- Assigns regular and daily tasks to professional, paraprofessional and clerical staff.
- Participates in near-term and long-range planning of reference services.
• Develops reading, reference, and research materials through selection and purchase of books, materials, and equipment.
• Participates in the maintenance of reference collection through consultation with supervisor, staff members and independent selection.
• Works closely with Technical Service unit in updating of reference materials.
• Promotes interest in library as a community resource by visiting and speaking to school, civic, cultural, and social organizations.
• Plans and organizes special programs involving the use of library resources.
• Interacts with community resources to enhance reference collection and patron information opportunities.
• Works closely with educational community to provide systematic exchange of information.
• Prepares brochures, news releases, bulletins, posters and other public relations materials to promote library relations.
• Participates in the updating of automated reference systems and related technology.
• Assists patrons in meeting information requests and needs.
• Participates in the recruitment, training, and development of library support staff members.
• Provides training and supervision to staff members and volunteers.
• Makes budget recommendations for the reference unit, and may administer a section of unit budget.
• Prepares regular and narrative reports for supervisor.
• Reports work accomplished to supervisor.

Additional Duties

• Examines professional publications and other sources for selection of books, periodicals, and other materials.
• Attends meetings and participates in professional library organizations.

Supervised By
Receives general direction from Head of Reference and task direction from Assistant Head.

Qualifications Profile

• The skills and knowledge required would generally be acquired with a Master's Degree in Library Science and two years of progressively responsible public library experience in a reference division.
• Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.
• Ability to supervise.
• A working knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.
- A working knowledge of computer applications for library services, including DIALOG system.
- Ability to work effectively with library staff and patrons.

License or Certificate
Not Applicable.

Note: The description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility.

Reference Librarian

Town Of Somers

Position Definition
Plans, implements and supervises the library's adult reference service functions, and assists the Library Director as requested.

General Duties

- Answer information questions in the library, by telephone, and by mail.
- Provide research assistance to patrons.
- Promote the effective use of information resources through instruction.
- Select suitable materials for the reference collection and make recommendations for additions to the general collection.
- Weed the reference collection on a continuous basis to ensure its currency and suitability.
- Maintain the pamphlet file and collection of college materials.
- Prepare readers advisories and other aids to research.
- Provide reference service in children's materials during absence of Children's Librarian.
- Provide training and instruction to nonprofessional library staff in reference.
- Enter reference, vertical file and other materials into the library's database of holdings.
- Plan displays.
- Submit a monthly and annual report to the Director incorporating statistics on public service functions and work accomplished.

Additional Duties

- Cooperate as team member with library staff in performing any duty essential to the achievement of efficient library operations.
- Participate in professional library associations and attend workshops to keep informed of current trends in field and new professional techniques.
- Some cataloging as required.
Supervised By
Receives general direction, supervision and evaluation from the Library Director.

Qualifications Profile

- The skills and knowledge required are generally acquired with a Master's Degree in Library Science and some work experience in library reference services.
- Ability to train and supervise non-professional staff.
- Acquire skill to use computer technology in enhancing library services.
- Prepare reports.
- Establish and maintain effective working relationships with staff and public.
- Express oneself clearly and concisely, orally and in writing.

License or Certificate
Not Applicable.

Note: The description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility.

Reference And Adult Services Head
Woodbridge Town Library

Position Objectives
Develops, administers and coordinates reference and adult services; performs managerial duties related to library operations, staff outreach programs and special activities. Works with community groups and schools to offer and expand library services.

Reporting Relationships
Reports to the Library Director.

Typical Duties
Trains and supervises reference librarians, reference assistants and interns. Schedules reference staff. Maintains updated library policies and procedures manual in a location accessible to staff. Keeps staff informed of changes. Documents staff performance as appropriate and formally evaluates staff annually in an objective, timely manner. Works with all Department Heads and Administration to provide the community with innovative and efficient service.

Responsible for all library services, staff and building when working evenings and Saturdays.

Responsible for planning the Adult Services materials budget annually with the Director.
Selects books, magazines, newspapers, audiovisual materials, CD-ROM services, online services, software, etc. for Adult Services. Determines location of materials; evaluates collection annually for balance and comprehensiveness; provides assistance in use of the OPAC terminals and Local Area Network in choosing books and other materials for borrowing and locating reference information; conducts orientation visits. Oversees holds on library materials, interlibrary loans and patrons' suggestions for purchase. Reviews subject requests for interlibrary loans monthly.

Applies principles of Effective Reference Training when answering informational questions and treats all users with equal courtesy and consideration in a tactful and nonjudgmental manner. Accompanies user to information source whenever possible and shows user how to search effectively.

Develops and coordinates all adult outreach programs, e.g. book talks at Assisted Living Centers, service to the homebound, services to the Senior Center, etc.

Organizes book displays and prepares bibliographies for the public.

Responsible for the general maintenance and appearance of the following areas: reference, reference office, young adult area and computer room. Verifies that all equipment is working properly during work time.

Responsible for weeding adult services collection semi-annually.

Prepares the following reports for the Director: monthly Reference and Adult Services report; monthly budget report; daily Reference Tally sheet statistics recorded; annual proposed library materials budget for Reference and Adult Services; and annual collection development plan for adult department. Monitors budget expenditures for Adult Services, Young Adult and Reference materials monthly.

Keeps informed on trends in library services; participates in professional organizations; attends continuing education workshops and conferences. Attends LION/PAC committee meetings and the SCLC Reference Round Table meetings.

Performs duties in a climate-controlled environment. Routinely and intermittently exposed to computer screens. May be required to lift light to heavy weights, e.g. lifting heavy reference volumes and pushing book carts. Position entails bending, stooping, reaching and standing on a daily basis. Some degree of stress in public contact.

Desired Knowledge, Skills And Abilities
A Master's Degree in Library and Information Science from an ALA accredited school required. Three to five years of reference experience preferred. Supervisory experience preferred. However, experience requirement may be adjusted according to local factors.
Ability to work well with people of all ages. Knowledge of professional library principles, methods, materials and administrative practices. Working knowledge of library reference materials, including but not limited to: Internet, online searching, CD-ROM services, etc. Familiarity with automated library systems. Ability to lay out, assign and supervise the work of subordinates and volunteers. Ability to perform and supervise bibliographic, reader’s advisory and other professional library services. Ability to establish priorities, develop long range plans, including staffing needs, for the implementation of new services, programs or solutions to problems.

Ability to communicate effectively orally and in writing. Ability to represent the library at statewide meetings e.g. Connecticut Library Association, Libraries Online, Inc., Southern Connecticut Library Council.

6/99

Technical Services Clerk or Library Assistant Job Descriptions

Library Technical Assistant
Town Of Bloomfield

General Description
This is responsible clerical and technical work involving technical support services in a library.

Work involves responsibility for a variety of technical procedures, elementary cataloging, maintaining administrative records and files, and complex clerical and typing work. Duties include carrying out library acquisition procedures, elementary cataloging, entering materials in automated database, resolving problems in procedure, and assistance in file and records maintenance. This position is also invested with making routine library technical assistance decisions. The work requires that the employee have good knowledge, skill and ability in every phase of library technical support functions.

Supervision Received
Works under the general supervision of the Technical Services Librarian.

Examples Of Duties

- Performs elementary descriptive cataloging using automated bibliographic database.
• Oversees book processing.
• Resolves routine problems in technical procedures.
• Performs a variety of library clerical tasks, as assigned.
• Oversees library clerical staff in acquisitions and processing.
• Responsible for serials, acquisitions and processing.
• Performs related work as required.

Knowledge, Skills And Abilities

• Good knowledge of basic library methods, techniques and procedures.
• Good knowledge of standard office and library machines.
• Good knowledge of automated systems as they apply to book processing.
• Some knowledge of reader interest levels.
• Skill in typing at the net rate of 30 words per minute.
• Good ability in oral and written communications.
• Considerable ability to understand and follow written and oral instructions.
• Good ability to maintain library records and carry out library procedures.
• Considerable ability to pay attention to detail.
• Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public.

Qualifications
A two-year degree from a recognized college in library technology or a related field plus some library technical experience, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Special Requirements
None.

TOWN OF ENFIELD
LIBRARY DEPARTMENT
LIBRARY REFERENCE ASSISTANT

GENERAL STATEMENT OF DUTIES: Provides technical reference services necessary to maintaining the reference system. Installs software on LAN and stand alone reference computers.

SUPERVISION RECEIVED: Works under the direction of the Assistant Library Director.

SUPERVISION EXERCISE: Assigns tasks to reference page.
ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; records incoming magazines, newspapers, periodicals and other materials; files and updates financial services; updates pamphlet file; selects, orders and processes free library material; orders materials from Inter Library Loan Circuit; assigns tasks to reference page; covers at circulation desk.

OTHER JOB FUNCTIONS: Performs other duties as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk or hear. The employee is occasionally required to stoop, kneel, crouch, reach with arms and hands. Hand-eye coordination necessary to operate computers and various office equipment.

The employee must occasionally lift, pull, push and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs complex tasks requiring independent knowledge, its application to non-routine situations.

The noise level in the work environment is generally quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of reference procedures; knowledge of filing procedures; ability to deal with public and associates in a courteous manner; ability to follow oral and written procedures; computer knowledge & skills; knowledge of software products on LAN, computerized circulation system, ability to assist public in using personal computers.

PERSONAL ATTRIBUTES: Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

EXPERIENCE AND TRAINING: High school graduate plus minimum one year's experience as Library Assistant.
This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Revised: 2-1-99

TOWN OF ENFIELD
LIBRARY DEPARTMENT
TECHNICAL PROCESSOR

GENERAL STATEMENT OF DUTIES: Processes books cataloging via OCLC as well as Dewey Decimal numbering, creates MARC records, inputs library materials on-line into Public Access Catalogs.

SUPERVISION RECEIVED: Works under the general supervision of the Library Director.

SUPERVISION EXERCISED: None.

ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; catalogues all books by Dewey Decimal numbering system; prepares and maintains Public Access file; prepares monthly cataloging report; assists in Children's Room; catalogues via OCLC; creates MARC records; processes books.

OTHER JOB FUNCTIONS: Perform other duties as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, sit, stand, walk, use hands to finger, grasp, handle, feel or operate objects, tools, or controls. Employee is occasionally required to climb, balance, stoop and crouch. Hand-eye coordination necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Performs complex tasks requiring independent knowledge and its application to non-routine situations.

The noise level in the work environment is generally quiet. May be exposed to dust, fluctuation in inside temperatures and electromagnetic radiation as in a computer screen.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILL AND ABILITY:** Sound judgment in determining appropriate book categories; knowledge of principles of library operation; ability to prepare written reports; computer proficiency for CONNECT system; knowledge to create MARC records; knowledge to catalog via OCLC.

**PERSONAL ATTRIBUTES:** Ability to deal with associates and public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

**EXPERIENCE AND TRAINING:** Required: Bachelor's Degree plus 2 years of related library experience. A Masters in Library Science Degree is preferred.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.*

Revised 2/1/99

**Technical Services/Reference Clerk**

**New Fairfield Library**

Supervisor
Assistant Director, Director, Children's Librarian

Hours of Work
Full Time, Union

Primary Function
Performs essential clerical duties for library technical services, interlibrary loans, statistical reports, and correspondence. Performs bookkeeping functions of library.

Qualifications, Education, Experience, and Skills Required

- One year clerical experience in library functions or three years general clerical experience
- Good knowledge of bookkeeping, accounting and clerical skills
Good computer skills; familiar with word processing, spreadsheet software
Good typing skills
Ability to follow oral and written instructions
Good oral and written communication skills
Ability to establish and maintain good working relationships with staff and public

Specific Duties

- Process all Interlibrary Loans through the computer and maintain all files/reports related to interlibrary loans
- Check in all ILL/Connecticar delivers and process for circulation
- Notify patrons of ILL for pickup
- Perform all library bookkeeping and payroll duties including ledger maintenance of all accounts and banks.
- Balances and deposits weekly cash from fines, copy money, gifts, and book replacement
- Complies and maintains monthly reports to town and state (RSVP, Connecticard, ILL,, financial reports
- Maintains file of periodical holdings for renewal status
- Types correspondence for receipt of gifts and as designated by supervisors
- Places order for library materials as approved by Director/Assistant Director/Children's Librarian
- Checks received materials against packing slips/orders; shelves in appropriate area
- Processes new materials for circulation
- Performs duties of Circulation Clerk as assigned

Library Technical Assistant

Russell Library

Position Definition
Performs responsible and varied technical library services in the purchasing, processing and retention of library books, materials and supplies; performs general library technical and clerical work as needed.

General Duties

- Receives oral or written instructions from Head of Technical Services or professional librarian.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Performs routine calculating, posting, and verifying tasks to maintain library book acquisition controls.
- Processes requisitions for purchase of books, materials, and supplies.
- Records special instructions for rapid processing.
• Records account code, vendor designation, price and discounts if applicable.
• Reviews professional publications, journals and catalogs to assure accurate and best price.
• Processes orders by direct telephone line to publishing companies, or by typed order.
• Receives orders and checks for condition, completeness and costs.
• Processes books and materials to cataloging unit.
• Uses computer terminal to enter and retrieve acquisition information.
• Responds to staff or vendors' requests for information and assistance, or refers inquiries to a supervisor.
• Composes routine correspondence and reports.
• Prepares statistical reports as necessary.
• Reports work accomplished to supervisor.

Additional Duties

• Maintains acquisition files for steps in process, e.g. "on order," "books received," and so forth.
• Relieves other unit employees as directed by supervisor, including responsibility for unit in temporary absence of professional librarian.
• Performs general library clerical work as needed.
• Types information on catalog cards.
• Participates in inventory of books and materials.
• Makes minor repairs to books, materials and equipment.
• Performs related tasks as assigned.

Supervised By
Receives general supervision from Head of Technical Services and functional supervision from a professional librarian.

Qualifications Profile

• The skills and knowledge required would generally be acquired with an Associate's Degree in Library Science, three years experience in public library work, or any equivalent combination of experience and training.
• Knowledge of basic office procedures.
• Ability to apply principles of bookkeeping to solve practical problems and to respond to routine information requests.
• Ability to add, subtract, multiply and divide all units of measure.
• Ability to acquire a working knowledge of regulations and procedures pertaining to library responsibilities.
• A working knowledge of MARC cataloging.
• Ability to type accurately.
• Ability to maintain accurate files and records.
• Ability to deal cooperatively with others.
• Ability to acquire skill to operate word and data processing equipment.

License or Certificate
Not Applicable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Technical Services Assistant

Wilton Library

Summary of Responsibilities:
Assists the Computer Book Entry Manager in processing all new books and making changes to existing MARC records.

Education and Training Required:
Holds a high school diploma. Bachelor’s degree from an accredited university or college preferred.

Reports to:
Computer Book Entry Manager or Head of Technical Services

Responsible to:
Head of Technical Services and Library Director

Duties/Responsibilities:
Creates holding records and retrieves OCLC bibliographic records for all additional copies.

Changes holding records and spine labels of materials being reassigned Dewey numbers.

Modify MARC records.

Processes books: covers, stamps, affixes pocket, barcode, spine label and beeper.

May shelve back issues of periodicals in storage area.

Attends monthly staff meetings and monthly training sessions (the latter, as appropriate).

Performs additional duties as required to insure the timely processing of all Library materials.

Hours:
Part-time position. Up to 25 hours per week.
Library Assistant/Technical Services

Woodbridge Town Library

Position Objectives
Orders and receives all library materials and office supplies. Performs technical services functions using Epixtech automated system.

Reporting Relationships
Reports to the Head of Technical Services.

Typical Duties

- Orders all library materials using B&T Link, direct phone calls to vendors and typed purchase orders. Files confirmation slips.
- Using the Epixtech Acquisitions module, enters all library materials orders.
- Unpacks, receives and routes all library materials.
- Withdraws library materials: deletes titles from database and prepares items for recycling when appropriate.
- Processes all adult and juvenile fiction, Paperback Parade titles and audio-visual materials. Types all spine labels.
- Processes all McNaughton titles and mails out books to be returned.
- Processes all book discussion titles & summer reading books.
- Checks in all titles received from the Continuation Account.
- Responsible for knowledge of all book and gift accounts.
- Coordinates the covering and participates in the mending of all library materials (print & nonprint).
- Attaches to bibliographic records when needed.
- Orders all library and office supplies and maintains an inventory of all supplies.
- Works in other library departments when assigned.
- Performs duties in a climate-controlled environment. Routinely exposed to computer screen. Required to lift/push medium to heavy weights, e.g. cartons of books or book carts filled with library materials.

Desired Knowledge, Skills And Abilities
High school graduate plus two years of appropriate formal post secondary school courses or the equivalent in practical experience. Library experience preferred. Proficiency in alpha and numeric data entry and other computer applications. Ability to communicate effectively with vendors and with co-workers. Knowledge of library policies, procedures and administrative practices.

8/01
Technical Services Librarian Job Descriptions

Technical Services Librarian
Town Of Bloomfield

General Description
This is very responsible administrative and technical librarian work involving the supervision of library technical and circulation services.

Work involves the responsibility for supervising the library's technical services staff, the circulation staff, coordinating with other library services and directing library automation activities. Duties include providing reference and reader's service work, special projects, materials selection, database management, and training staff.

This position is also invested with making the most difficult technical decisions involving the creation, use and management of machine-readable bibliographic records according to nationally accepted technical standards. The work requires that the employee have considerable knowledge, skill and ability in every phase of the public library field, particularly as it relates to library automation and technical services.

Supervision Received
Works under the direction of the Director of Library Services.

Examples Of Duties

- Directs and supervises the operations of the library circulation and technical services staff.
- Makes assignments to staff, trains and evaluates staff.
- Coordinates technical and circulation operations with other library services and functions.
- Provides reference and reader's service in the adult section.
- Assists in preparing the annual budget, particularly as it relates to technical services and needs.
- Reviews potential materials for acquisition and contributes to acquisition and collection development efforts.
• Recommends the adoption of bibliographic maintenance standards and authorities in an automated environment, develops procedures for processing all library materials.
• Represents the library on regional automation committees and serves as the library database manager and authority on automation issues.
• Meets with members of the library and others in order to coordinate activities and exchange information.
• Assists in drafting bibliographic maintenance and automation policies, as assigned.
• Acts for Director of Library Services in Director's absence. Performs related work as required.

Knowledge, Skills, And Abilities

• Good knowledge of the principles and practices of public administration as applied to a major library service.
• Good ability to make decisions in an environment of limited resources and competing claims.
• Considerable knowledge of the principles and practices of public library functions.
• Thorough knowledge of contemporary bibliographic-maintenance standards and practice, including the Anglo-American cataloging rules, Dewey Decimal Classification, Library of Congress subject headings, OCLC/MARC records, and library automation.
• Considerable ability to administer the bibliographic maintenance function and to supervise staff in technical and circulation operations.
• Considerable ability in oral and written communication.
• Considerable ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public.

Qualifications
A Masters Degree in Library Science from an accredited college or university plus three years of progressively responsible library administration experience including one year in technical services work, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Special Requirements
None.

Automation Librarian

Milford Library

Definition
Responsible for overseeing the Milford Library's automation and information technology needs, and providing professional reference services by assisting patrons in the location and use of various library materials and equipment. Under the direction of the Head Librarian and/or
Assistant Head Librarian may assume responsibility for ongoing automation and reference projects, and supervision of assigned staff.

Illustrative Duties

- Responsible for the daily operation of the Library's Online Integrated Library System.
- Oversees system activity such as database backup, notice generation, and report generation.
- Acts as liaison between Head Librarian and/or Assistant Head Librarian and automation vendors.
- Oversees contract compliance, reviews vendor bills, recommends new hardware/software upgrades.
- Performs trouble shooting and appropriate system maintenance.
- Advises the Head Librarian/Assistant Head Librarian when repairs and maintenance are needed.
- Responsible for ongoing automation training and other related computer training for staff and public.
- Coordinates and communicates with system users regarding system activities, functions, problems, issues, etc.
- Oversees, supervises, and assists in entering library materials into the database in accordance with the MARC standard using established utilities such as OCLC.
- Receives and interprets requests from patrons, consults library materials and locates relevant information.
- Uses interlibrary loan or other appropriate referrals to aid and direct patrons.
- Responsible for overseeing applicable clerical procedures and for the training, supervision, and scheduling of assigned library staff.
- Accepts assignments and is qualified to work in any department within the Library organization.
- Assumes authority in the absence of the Head Librarian/Assistant Head Librarian in accordance with established Library policy.
- Performs related work as required.

Knowledge, Skills And Abilities

- Professional knowledge of library practices and procedures.
- Knowledge of Online Integrated Library Systems, LANs, Telecommunications, and Personal Computer Software.
- Knowledge of and ability to be trained in the various technological advances in the library profession such as the utilization of computerized equipment and computer applications.
- Ability to deal with the public tactfully.
- Ability to work with fellow employees.
- Ability to supervise assigned personnel.
Qualifications

- Master's Degree in Library Science from a college or university accredited by the American Library Association is required.
- One year of professional library experience required; additional professional experience desired.
- One year's experience with an Online Integrated Library System and the OCLC system.

Civil Service Commission
City of Milford, CT
5/96

TOWN OF MONROE
JOB DESCRIPTION
CATALOGER

Department: Library

Position Overview: Under the supervision of the Adult Services Librarian, performs responsible and varied paraprofessional, technical, and clerical work for the Adult Department in the area of technical services. Plans, organizes, and manages the proper functioning of the technical services division on a daily basis. Also assists patrons in the use of library services, equipment, and facilities.

Primary Responsibilities:

- Understands and is able to perform all jobs related to library technical services, including but not limited to: cataloging and classifying library materials; maintaining an accurate, up-to-date database of library holdings; and physically processing items being added to and withdrawn from the collection
- Maintains consistency in the cataloging, classification, and physical processing of library materials
- Places orders for new adult and young adult books and audiovisual items, receives shipments, and checks in newly-acquired materials
- Repairs or returns damaged materials, as appropriate; prepares materials for shipment to the bindery
- Maintains the library's magazine and newspaper collection: submits approved orders and cancellations for all subscriptions, submits claims for undelivered issues, maintains an accurate list of all current periodical subscriptions received throughout the library, and checks in magazine and newspaper issues received by the Adult Department
- Maintains accurate lists of standing orders and continuations
- Monitors the daily operation of the online cataloging system, and acts as local liaison with the network on technical services matters
- Trains staff and volunteers assigned to Adult Department technical services; makes job assignments and verifies that assignments are carried out properly
- Makes schedules for staff and volunteers working in Adult Department technical services
- Maintains statistics on collection inventory and technical services activity, and provides periodic reports of same, as directed
- Recommends work procedures following professional standards; communicates with the Library Director and the Adult Services Librarian regarding technical services policies and procedures
- Inventories and reports technical services supply needs.

Additional Responsibilities:

- Assists in selecting materials for acquisition and withdrawal, as assigned
- Provides patrons with general information on library services; assists and instructs patrons in using library services, equipment, and facilities
- Works at public service desks, as needed
- Assists in performing non-technical services work in the Adult and Children's Departments, as needed
- Attends professional and community meetings, workshops, and conferences, as required
- Supervises all library operations on occasion, as assigned
- Performs other duties, as assigned

Supervision Received: Receives direct supervision from the Adult Services Librarian and general supervision from the Library Director.

Supervision Exercised: Under the direction of the Adult Services Librarian, supervises staff and volunteers assigned to Adult Department technical services

Required Knowledge, Skills, and Abilities:

- Understands the latest professional cataloging and classification rules, plus library processing conventions
- Possesses a solid general education
- Ability to organize work for efficient use of time
- Ability to word process and type with reasonable speed and exceptional accuracy
- Ability to keep records accurately
- Ability to interact courteously and effectively with the public, with the library's business contacts, and with other staff
- Ability to understand and interpret library policies, procedures, and rules
- Ability to represent the library at professional and community meetings
- Ability to work independently

Minimum Qualifications: Bachelor's Degree required. A minimum of 2 years' relevant experience working in a public library and familiarity with automated integrated library systems and online searching preferred.

Physical Requirements:

- Ability to move and/or lift materials up to 25 pounds
- Ability to push a loaded book truck weighing up to 300 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware
- Regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Occasionally required to attend off-site meetings
- Occasionally exposed to outside weather conditions

**Technical Service/Reference Librarian**

**New Fairfield Free Public Library**

**Basic Function**
Manages Technical Services/Reference in conformity with library policies and procedures. Assumes responsibility for staff and building in the absence of the Director.

This is a salaried full-time position that reports to the Director.

**Responsibilities**

- Manages Technical/Reference Services in a manner that supports the overall goals of the library.
- Recommends and implements appropriate changes in technical policies and procedures.
- Oversees and executes Technical/Reference Services operations.
- Supervises the cataloging, classification and processing of all library materials. Gives highest priority to materials on reserve.
- Maintains database of library's holdings
- Performs reference work as needed
- Compiles collection statistics monthly/Creates reports as needed
- Plans, organizes and implements special projects as needed, or as determined by Director

**Personnel Management**
• Participates in selecting personnel for Technical Services.
• Develops orientation programs, in-service training and continuing education opportunities for all staff who serve in Technical Services and Adult Circulation.
• Manages Technical Services/Adult Circulation staff/volunteer functions in accordance with established philosophy of library policy.
• Supervises and evaluates Technical Services/Adult Circulation staff with recommendations to the Director.
• Provides leadership in establishing effective working relationships and communication, ensuring high productivity and quality public service.
• Encourages initiative and creativity.

Library Program Management

• Recommends materials appropriate for adult collection.
• Keeps up to date with library policies and procedures.
• Maintains a working knowledge of contemporary issues, trends, and technology in the library profession.
• Participates in job related activities of professional and community organizations.
• Attends job related workshops and conferences.
• Assists in any library service as required in an emergency.

Property Management

• Ensures safe conditions for staff and public in Adult Library.
• Responds to building emergencies and takes appropriate action.
• Education And Experience Required.
• Completion of accredited Masters Degree in Library Science.

Revised 9/95

Head of Technical Services

Public Library

General Statement of Responsibilities
Responsible for all activities related to materials acquisition, processing and classification

Responsibilities

• Manages Library operation in the absence of the Executive Director, the Head of Adult Services, or the Coordinator of Youth Services.
• Catalogs Library materials
• Manages the Library's interlibrary Loan service
• Represents the Library to Libraries Online, operating as Project Manager responsible for all technical aspects of the Ameritech automation system.
• Selects Adult materials in cooperation with the Heads of Circulation and Adult Services
• Orders Library materials and interfaces with all materials vendors
• Works at service desks as needed
• Other tasks as assigned

Necessary qualifications
ALA accredited MLS preferred, with experience in Technical Services. The Head of Technical Services should have a thorough knowledge of library issues and techniques, and must be able to work independently and accurately. In addition, the Head of Technical Services must possess the interpersonal and communication skills that will enable them to represent the Library to vendors and library consortia.

ADA concerns
The Head of Technical Services' position may be performed by persons with physical, visual, and hearing disabilities. Adaptive technology may be used to communicate with others, although the Head of Technical Services must be able to communicate by telephone to work with vendors and consortia. Physical challenges will be posed by the tasks listed at each public service desk.

Assistant Head of Technical Services

Russell Library

Position Definition
Plans, organizes, and supervises the services and activities in the technical services division, including cataloging, classification, and maintenance of the collection; assists and participates in the upgrading and maintenance of library database systems.

General Duties
• Receives oral or written direction from Head of Technical Services.
• Plans and organizes work according to standard procedures, special events, and regular library schedule.
• Establishes task priorities within working unit.
• Assigns regular and daily tasks to professional, paraprofessional and clerical staff.
• Supervises purchasing, receiving, processing and classification of books and materials.
• Confers with supervisor in developing short/long term planning for technical services department.
• Receives new collection material, i.e. books, documents, periodicals, etc.
• Assigns appropriate Dewey Decimal Classification number and LC Headings to print and non-print materials.
• Performs original cataloging as required.
• Uses library database system and participates in related bibliographic activities.
• Provides training and supervision of the various automated activities within the department.
• Develops reading, reference and research materials through recommendation of purchase of books, materials and equipment.
• Leads in maintenance of specific sections of library collection, including weeding out obsolete or damaged materials and replacing same.
• Assists supervisor in interviewing applicants for employment as library staff.
• Plans and organizes workshops involving the technical services unit.
• Provides supervision and training to librarians, assistants, clerks and pages.
• Performs routine library duties, including reference tasks as needed.
• Prepares statistical and narrative reports of some complexity for supervisor.
• Reports work accomplished to Department Head.

Additional Duties

• Assumes responsibility for Technical Services unit in the absence of the Head.
• Reviews professional publications and other sources for selection of books, periodicals, and other materials.
• Attends meetings and participates in professional library organizations.

Supervised By
Receives general supervision from the Head of Technical Services.

Qualifications Profile

• The skills and knowledge required would be acquired with a Master's Degree in Library Science and four years of progressively responsible library experience in technical services division.
• Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.
• Ability to supervise
• A working knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.
• A working knowledge of computer applications for library services.
• Ability to work effectively with library staff and library patrons.
• Ability to deal cooperatively with others.
• Ability to prepare concise and clear oral or written reports.

License or Certificate
Not Applicable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.
Head Cataloger
Wilton Library

Summary of Responsibilities:
Is responsible for the assignment, to all adult print materials, of classification numbers and additional descriptive headings according to Dewey decimal classification rules and Library of Congress subject headings.

Education and Training Required:
Holds a Master of Library Science degree from an accredited university or college. Attends appropriate continuing education workshops and conferences to improve skills and professional knowledge. Reads professional journals to remain current on cataloging issues.

Reports to:
Head of Technical Services

Responsible to:
Library Director

Duties/Responsibilities:
Assigns Dewey decimal classification numbers to new adult print materials by: reviewing cataloging in publication (C.I.P.) Data for consistency with Wilton Library classification - modifying where necessary and assigning to our materials; doing original classification of materials by using Dewey decimal classification.

Assigns appropriate local subject headings to adult print materials where required and evaluates/modifies standard catalog headings for all adult print materials.

Maintains consistency in adult subject headings and classification numbers supervising and carrying out revisions as needed.

Assists Audio Visual Manager in determining appropriate classification numbers for those materials.

Attends monthly staff meetings and monthly training sessions (the latter, as appropriate).

Performs other duties as required to insure easy access to the collection through its consistent and appropriate classification.

Hours:
Part-time position (up to 10 hours per week). Additional hours as Adult Reference Librarian.

revised 8/02
Head of Technical Services

Woodbridge Town Library

Position Objectives
Develops, administers and coordinates all activities of the Technical Services Department. Performs managerial duties related to library operations, staff and activities.

Reporting Relationships
Reports to the Library Director and works with the LION Project Director. Supervises technical services staff and any volunteers that work in this area.

Typical Duties

- Catalogs all library materials.
- Knowledge of AACR2, LC Subject Headings, Dewey Classification and MARC formats.
- Responsible for on-line cataloging using LION standards and criteria.
- Responsible for entering orders into the Dynix Acquisitions Module.
- Updates holdings records; attaches holdings records.
- Trains and supervises all technical services staff and volunteers.
- Delegates and oversees technical aspects of cataloging activity and the processing of all materials.
- Responsible for the withdrawal of all library materials.
- Coordinates cataloging activities with adult and children's services. Decides if gift materials meet library standards for inclusion into the collection.
- Performs duties in a climate-controlled environment. Routinely exposed to computer screen. May be required to lift light to medium weights, e.g. books and audio-visual materials.
- Attends LION Bibliographic Committee meetings and deals with LION regarding cataloging issues and incorrect records.
- Prepares quarterly Technical Services reports for the Director.
- Responsible for staffing the Information Desk 3 to 6 hours per week plus filling in to cover vacations and absences.
- Participates in professional organizations and attends continuing education workshops and meetings.

Desired Knowledge, Skills And Abilities
Graduate degree in Library Science from an ALA accredited school. Two to three years cataloging experience working in a public library. Supervisory experience preferred. Requirement may be adjusted to local factors. Ability to communicate effectively orally and in writing. Ability to establish and maintain an effective working relationship with superiors, subordinates and the general public. Ability to lay out, assign and supervise the work of subordinates. Knowledge of automated circulation systems. Knowledge of print and online information sources.
Young Adult Librarian Job Descriptions

Young Adult Librarian

Bethel Public Library

Responsibilities

General
The Young Adult Librarian's primary responsibility is for young adult materials and services. S/he will also perform those duties for all library patrons as described in the Adult Services Librarian job description.

Specific

- Recommends goals and objectives for the young adult collection and supporting services.
- Develops, maintains, and weeds young adult collections, including books, videos, audiocassettes, CDs and other special materials.
- Directs technical staff in all processing and data entry of young adult materials for the collection.
- Coordinates purchasing AV material with Adult and Children's departments.
- Working with the Adult and Children librarians, directs technical staff in all processing and data entry of AV material for the collection.
- Creates an environment that attracts and invites young adults to use the collection.
- Develops special tools that provide access to information not readily available.
- Devises bookmarks and displays for young adult area.
- Works as a liaison with the schools to encourage young adults to use the library.
- Utilizes a variety of techniques (booktalking, discussion groups) to encourage use.
- Provides a variety of information services to meet the diverse needs of young adults.
- Instructs young adults in the basic information gathering and research skills needed for current and future use.
- Designs, implements, and evaluates specific programs and activities (both in the library and in the community) for young adults, based on their needs and interests.
- Involves young adults in planning and implementing services for their age group.
- Performs public service duties as scheduled, assisting patrons with automated databases and other equipment as needed.
• Attends staff meetings.
• Performs other tasks as assigned.

Supervision Received
Works under the direct supervision of the Adult Services Librarian and the general supervision of the Director.

Supervision Exercised
Supervises volunteers assigned to the Young Adult area.

Minimum Qualifications

Education and training

• An MLS, or 75% of course work completed, from a library school accredited by ALA and a working knowledge of major bibliographic tools and reference materials are required.
• Familiarity with on-line circulation systems and on-line searching are required.
• Public library experience is desirable.

Knowledge, skills and personal qualifications

• Has thorough knowledge of public library programs and services.
• Demosntrates effective interpersonal relations with young adults and other professionals who work with young adults.
• Communicates effectively orally and in writing.
• Demonstrates a knowledge and appreciation of literature for young adults.
• Demonstrates a knowledge and appreciation of AV material (music, films, etc.)
• Has knowledge of current reading, viewing, and listening interests of young adults.
• Is willing to learn Bethel Library techniques, including any relevant automated procedures, and then to work independently.

Young Adult Librarian

Town Of Northborough

Definition
Professional and administrative work in planning and managing the activities of the library for the library's young adult services; all other related work as required.

Distinguishing Characteristics

• Works under the general direction of the library director.
• Performs professional library duties of a responsible nature involving considerable judgment in providing direct services to young adults and in making administrative decisions for the library.
• Supervises the equivalent of five or fewer full-time employees.
• Makes frequent contacts with the public, schools, other libraries, social service agencies, civic organizations, and the youth services department.
• Errors could result in lower standards of library service and waste of public funds.
• Has access to a limited amount of confidential information.
• Light and occasional moderate physical effort required in performing duties under typical library conditions.

Examples of Work

• Plans, organizes, and conducts a wide variety of programs and activities to encourage reading and the continued use of library facilities by middle school and high school students (young adults).
• Selects and purchases materials for use by young adults.
• Evaluates collection as needed, discarding out-dated materials and replacing them with more current books.
• Reads professional journals and reviews to keep abreast of new books, ideas and trends.
• Advises young adults on appropriate and enjoyable books to read, assists in the use of all library materials for school work, recreation, and other needs.
• Performs general reference work.
• Supervises use of young adult room by students.
• Directs pages in work to be accomplished for young adult room, with the approval of the library director.
• Contacts schools and other organizations that serve the young adult population, and works jointly with them on services and programs when feasible.
• Publicizes the young adult services of the library through newspapers, posters, etc.
• Provides reference assistance for other age groups as directed by the library director or when need dictates.

Recommended Minimum Qualifications

Education and Experience

• Master's degree in library science.
• Three years of professional experience, including supervisory and administrative experience.
• Experience with young adults (grades 6 through 12) is helpful.
• Or any equivalent combination of education and experience.

Knowledge, Ability and Skill
• Working knowledge of the principles and practices of library administration and young adult literature.
• Thorough knowledge of young adult books, related materials, and appropriate techniques and specialized skills in working with young adults.
• Administrative ability.
• Ability to carry out town and library policy.
• Ability to relate to public.
• Flexibility, initiative, creativity, energy, patience and tact.
• Ability to express oneself orally and in writing.
• Working knowledge of or ability to learn computerized library systems.
• Good reference skills.

**Reference/Young Adult Librarian**

**Parlin Memorial Library**

**Duties**

• Provides reference service to patrons in person and by telephone.
• Provides bibliographic instruction in the use of the online catalog, and other bibliographic resources in print or automated formats.
• Selects young adult materials, books, recordings, cassettes.
• Supervises young adult areas.
• Works with schools, conducts classes in use of the library, gives book talks, assembles deposit collections, plans and presents sixth-grade orientation.
• Prepares book lists, displays, bulletin boards, etc. with special emphasis on young adults.
• Plans programs for young adults.
• Assists young adults in the use of the library, specifically explains library resources.
• Assists Reference Librarian in maintaining file of homework assignments and keeps staff members informed about current reference assignments.
• Assists Reference Librarian in handling interlibrary loan, including locating books not owned by the library and placing interlibrary loan requests with other libraries.
• Registers local organizations for film borrowing cards.
• Orders deposit collections of foreign language books.
• Keeps abreast of new developments in library science and sources of reference material with special emphasis on material for young adults.
• Relieves on circulation desk as required; performs other related duties as necessary.

**Basic Knowledge**

A bachelor's degree from a recognized college or university and a master's degree in Library Science from an ALA accredited library school.
Experience
One to three years of related experience.

Independent Action
Incumbent functions independently within broad scope of established departmental policies and goals; generally refers specific problems to supervisor only where clarification of departmental policies and procedures may be required.

Supervisory Responsibility
May assist Reference Librarian in supervising pages.

Revised 4/13/95

Youth Services Librarian
Stratford Library

General Description
Professional duties in Young Adult and Children's Departments

Supervision Received
Under the direct supervision of the Assistant Director for Youth Services, Children's Department Head Librarian or other designated supervision.

Example Of Duties, Including But Not Limited To

- Performs responsible and varied library duties in Children's and Young Adult Departments.
- Assists children, young adults, and parents in finding reading material and information, and in using library services and facilities.
- Coordinates and conducts special activities.
- Participates in planning and implementing children's and young adult programs.
- Participates in selection of materials.
- Provides individual and group instruction in the use of library services and facilities, including use of automated systems, reference sources and other resources for research and study projects.
- Assists in, and organizes book displays for children and young adults.
- Performs related tasks as assigned.

Knowledge, Skills, Abilities

- Strong public service attitude and ability to relate to and communicate with children and young adults.
• Thorough knowledge of children's and young adult literature, library reference methods and procedures.
• Ability to maintain accurate files and records; ability to use automated systems.
• Initiative, creativity, flexibility, resourcefulness and good judgment as well as writing and communication skills.

Education/Experience

• Masters of Library Science from an ALA accredited institution.
• Experience in a children's or young adult library unit or school library desirable.
• Automated systems experience desirable.

Teen Services Librarian

Wilton Library

Summary of Responsibilities:
Maintains the collection, displays, programming and strategic planning for Teen Services.

Education and Training Required:
Holds a Master of Library Science degree from an accredited university or college. Has previous library experience in children's or teens' services. Exhibits familiarity with appropriate information technology, customer service skills and program planning/execution ability. Reads professional journals to remain abreast of developments in the profession.

Reports to:
Head of Children's Services and Library Director

Responsible to:
Library Director

Duties/Responsibilities:
Supervises all aspects of the Teen Services Department.

Develops the Teen Services collection using resources and policies /procedures presented in the Wilton Library Collection Development Manual, and based on journal reviews, evaluation of the current collection, and patron requests.

Orders teen materials using the Dynix Acquisitions Module.

Catalogs teen materials using the Dynix Cataloguing Module.

Checks in materials after processing is complete.
Creates displays of teen materials to boost circulation.

Performs readers advisory for teens and creates bibliographies to highlight sections of the collection and increase usage.

Assesses programming needs of teens and presents age and interest specific programs to satisfy those needs, working with the Publicist to promote attendance.

Acts as a liaison with the schools, communicating and collaborating with school library media specialists from Middlebrook and Wilton High School on a regular basis.

Contributes information relevant to teens to be included on the Library's Web site, and to be displayed in the Teen Services area (pamphlets, flyers, etc.)

Attends monthly staff meetings and monthly training sessions (the latter, as appropriate).

Performs other duties as necessary to insure the provision of excellent Library programs, collections, and services for teens.

Works:
Part-time position. Up to 25 hours per week.

revised 8/02

Young Adult Librarian

Town Of Anywhere

Definition
Professional, administrative and supervisory work in planning and managing the activities of young adult services in the library and all other related work as required.

Supervision

- Works under the general direction of the Library Director or Coordinator of Youth or Adult Services.
- Performs responsible functions requiring considerable judgment and initiative in planning and overseeing services to young adults both within the library and the community.
- Supervises two part-time employees and an active volunteer program.

Job Environment
Performs work under typical library conditions; library hours may require evening and weekend work.
Makes frequent contacts with the public, schools, other libraries, social service agencies, civic organizations and other professional organizations.
Operates computer, CD-ROM, and other standard office equipment.

Essential Functions

- Plans, organizes, implements, supervises and evaluates services to young adults.
- Participates as part of the management team in developing goals, policies and procedures as relating to young adults.
- Advocates for young adults and young adult services with other community agencies.
- Initiates, plans and conducts a variety of programs and activities to encourage the use of the library by young adults between the ages of 12 to 18.
- Involves young adults in planning and implementing services for their age group.
- Selects, evaluates, maintains and discards young adult materials based on professional judgment, preferences of young adults and acknowledged review sources.
- Provides reference and readers’ advisory services, and library orientation to young adults.
- Collaborates with schools and other agencies to serve young adults.
- Promotes, publicizes and represents young adult services and the library to the community and local agencies in cooperation with other library departments.
- Works with library administration to seek supplementary funding to enhance library services, including state and federal grants.
- Trains, supervises and evaluates staff and volunteers.
- Identifies, collects and interprets statistics as needed.

Recommended Minimum Qualifications

Education and Experience

Master’s Degree in Library Science from an ALA accredited school; two years of professional experience, including supervisory and administrative experience, experience with young adults (ages 12 to 18) is preferred, or any equivalent combination of education and experience.

Knowledge, Ability and Skills

- Broad and current knowledge of young adult literature, audio and visual materials, and electronic resources.
- A broad knowledge of the intellectual, emotional, psychological and physical development of adolescents is essential.
- Genuine respect for young adults and an ability to establish rapport with them.
- Ability to administer and direct the work of staff and volunteers.
- Ability to express oneself orally and in writing.
- Flexibility, initiative, energy, patience and tact to deal effectively with the public.
• Excellent people and reference skills.
• Planning and organizational skills needed.
• Has access to a limited amount of confidential information.
• Errors could result in lower standards of library service, waste of public funds and poor public relations.

Physical Requirements

• Light physical effort required in carrying and shelving books, and in performing other typical library functions.
• Frequent standing, walking, bending, reaching and climbing.
• Ability to operate a keyboard at an efficient speed.
• Frequently required to sit and talk or hear, use hands to operate objects, tools or controls, and reach with hands and arms.
• The employee must regularly lift and/or move materials weighing up to 40 pounds.
• Vision and hearing at or correctable to "normal ranges".

From: Standards for Public Library Service to Young Adults in Massachusetts Massachusetts Library Association, 1997