

JOB DESCRIPTION

Russell Library, Middletown CT

Date: July 9, 2019

Title: Librarian I

FLSA: AFSCME Council 4, Local 1303-85

Classification: Grade 7 (promotional to Grade 8)

Reports to: Librarian IV

Supervises: Direct and indirect supervision of paraprofessional and clerical staff, pages, and volunteers

SUMMARY OF RESPONSIBILITY

Under general supervision and direction of the Librarian IV/Department Head but with considerable independence, the Librarian I provides a full range of professional library services in the assigned service area.

ESSENTIAL JOB FUNCTIONS

- Plans, develops, and implements library programs and services.
- Provides reference and reader's advisory services.
- Assists patrons in accessing and using all library resources and collections.
- Engages with patrons and the broader community to foster awareness of library services and to solicit input for future improvements.
- Develops and maintains partnerships with individuals and organizations throughout the community.
- Represents and promotes the library through outreach at events throughout the community.
- Participates in collection development and maintenance for physical and digital materials.
- Participates in grant writing and implementation.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong technology skills, including working knowledge of PC and Mac OS, familiarity with major social media platforms, Internet and online reference resources skills, knowledge of downloadable platforms and devices used to access those platforms, knowledge of Microsoft Office: Word, Excel, PowerPoint.
- May be called upon to perform basic troubleshooting on commonly used library equipment.
- Must be adaptable to evolving organizational priorities and their impact on essential job functions.
- A growth mindset and dedication to lifelong professional learning is desirable.
- A love of working with people. Excellent customer service skills.
- Must be able to establish and maintain effective working relations, interacting with the public and coworkers in a friendly and courteous manner.

- Organizational, budgeting, and planning skills, including keeping up-to-date statistical information on library programs and services, scheduling, tracking and spending funds for materials and programming in a timely fashion, use of online organizational tools such as Google or Trello.
- Excellent communication skills, both written and oral, both virtual and in person.
- A working knowledge of all library functions including reference tools and techniques, computer applications for library services, and library administrative procedures is preferred.
- Knowledge of the principles and practices of professional library service is preferred.
- Performs other projects and tasks as assigned or approved by a supervisor.

WORK ENVIRONMENT/CONDITIONS

- Works in an office setting and open area subject to continuous interruptions and background noise. Includes exposure to computer screens on a daily basis.
- May be required to lift and move light to medium weights, for example, books, audio-visual equipment, office supplies, etc.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.
- There is frequent interaction with staff and patrons, sometimes in stressful situations.
- A librarian is required to work in more than one functional area and to work on evenings and weekends.

MINIMUM QUALIFICATIONS

A Master's Degree in Library science or a comparable relevant graduate degree and some working or internship experience in a library or other intensive customer-service environment.

Note: *The above description is illustrative of tasks and responsibilities; it is not a contract for employment. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*