



The Town of Glastonbury is accepting applications for the following position:

LIBRARIAN II – Full Time

Hours: 37.5 per week

Starting Salary Range: \$28.11 - \$32.13 per hour

Closing date: 4:00 p.m. on April 25, 2019

Under general supervision of the Librarian III (Head of Adult Services), incumbent provides services to support the mission of educating and culturally enriching the community. Some of the duties of this position include: planning, implementing, and overseeing library programs and services for adults; providing reference and readers' advisory services; maintaining library collection materials; and compiling reports. Assisting library patrons in the use of library services, facilities, and equipment is also an essential responsibility.

The minimum qualifications for this position are a Master's Degree in Library Science from an ALA accredited college or university and three (3) years of professional experience in a public or academic library. A valid driver's license is also required.

An employment application may be obtained by visiting the Town's website at www.glastonbury-ct.gov/employment, in person at the Customer Service Center or Human Resources Department, or by calling (860) 652-7710. Please send completed applications to the Customer Service Center at Town Hall, 2155 Main Street, Glastonbury, CT, 06033, email to customerservicecenter@glastonbury-ct.gov, or fax to (860) 652-7505.

The Town of Glastonbury is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: 4/10/2019

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Librarian II
DEPARTMENT: Library
REPORTS TO: Librarian III

GENERAL DESCRIPTION:

Under general supervision of the Librarian III, incumbent provides services to all ages and supports the Library's mission: To provide books and other media facilities and professional services to inform, educate and culturally enrich the community.

ESSENTIAL DUTIES:

1. Oversees a specific library program/service such as library technology, community outreach or teen service.
2. Responds to reference/reader's advisory inquiries from the public using appropriate library resources.
3. Provides instruction to staff and public on using the internet, searching for information using databases and other resources, completing online forms or accessing other on-line services, and using digital media, social media and other emerging technologies.
4. Works cooperatively with other town departments, schools and outside agencies to assess needs, plan, prepare, promote, and present appropriate services for special groups such as storytelling for children, programs for teens, workshops for adults, tours and newsletters. Creates displays as well as marketing and informational materials. Travels within the community to provide outreach services.
5. Selects and orders materials for an assigned area(s) of the collection. Evaluates materials to determine outdated or unused items to be withdrawn.
6. Catalogs and classifies library materials.
7. Compiles statistical and other reports.

OTHER DUTIES:

1. Supervises pages and clerical staff as required.
2. Assists with special projects and other duties as assigned.
3. Suggests library policies and procedures.
4. Remains current with developments within the profession through memberships and workshop attendance.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Observes state traffic laws
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work
- Works evenings and weekends as needed

QUALIFICATIONS PROFILE:

- Considerable knowledge of modern principles, methods and practices of library science including reference tools and procedures
- Current knowledge of personal computers, the Internet, digital media, social media, integrated library systems, and other emerging technologies
- Ability to effectively communicate in writing appropriate to the needs of the audience
- Ability to develop and maintain constructive and cooperative working relationships, including the ability to actively listen, perceive and understand others' reactions
- Ability to identify the training needs of others and provide instruction
- Ability to develop specific goals and plans to prioritize, organize and complete work in a timely manner
- Availability to work evenings and weekends as needed

PHYSICAL/MENTAL REQUIREMENTS:

- Some physical exertion such as long periods of standing, walking, stooping and climbing. Lifting of items up to 25 pounds
- Mobility and dexterity
- Ability to perform such tasks as typing, filing, and computer work
- Ability to verbally communicate via telephone, hear verbal exchanges and see written documents
- Everyday risks or discomforts requiring normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals

MINIMUM TRAINING AND EXPERIENCE:

- Master's degree in Library Science from an ALA accredited college or university
- Three (3) years of professional experience in a public or academic library

LICENSE OR CERTIFICATION:

- Valid driver's license

NOTE: The above is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.