



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

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## **LIBRARIAN I – Part Time**

**Hours: up to 19.5 hours per week**

**Starting Salary: \$26.19 per hour**

**Closing date: 4:00 pm on 7/27/2017**

Under general supervision of the Librarian III, incumbent provides services to all ages, supports the Library's mission: To provide books and other media facilities and professional services; to inform, educate and culturally enrich the community. 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, using digital media, social media and other emerging technologies. 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, marketing and informational materials. Travels within the community to provide outreach services. Selects, orders, and evaluates materials for assigned area(s). Catalogs and classifies library materials.

Master's Degree in Library Science from an ALA accredited college or university. Must have a valid driver's license.

For a detailed job description and employment application, visit the Town's website at [www.glastonbury-ct.gov/employment](http://www.glastonbury-ct.gov/employment) or call (860) 652-7710. Please send completed applications to the Human Resources Department or Customer Service Center at Town Hall, 2155 Main Street, Glastonbury, CT 06033, or email to [infocenter@glastonbury-ct.gov](mailto:infocenter@glastonbury-ct.gov).

AA/EOE

**Date Posted: 7/13/2017**

## **TOWN OF GLASTONBURY JOB DESCRIPTION**

**TITLE:** Librarian I  
**DEPARTMENT:** Library  
**REPORTS TO:** Librarian III

### **GENERAL DESCRIPTION:**

Under general supervision of the Librarian III, incumbent provides services to all ages, 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. Responds to reference/reader's advisory inquiries from the public using appropriate library resources.
2. 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, using digital media, social media and other emerging technologies.
3. 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, marketing and informational materials. Travels within the community to provide outreach services.
4. Selects and orders materials for an assigned area(s) of the collection. Evaluates materials to determine outdated or unused items to be withdrawn.
5. Catalogs and classifies library materials.

### **OTHER DUTIES:**

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

### **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

**QUALIFICATIONS PROFILE:**

- Working knowledge of modern principles, methods, and practices of library science, including knowledge of 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 orally and 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 develop specific goals and plans to prioritize, organize, and complete work in a timely manner

**PHYSICAL/MENTAL REQUIREMENTS:**

- Some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing up to 25 pounds
- Mobility and dexterity
- 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 traffics signals

**MINIMUM TRAINING AND EXPERIENCE:**

- Master's degree in Library Science from an ALA accredited college or university

**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.