



Wethersfield Library

Title: Librarian

Reports to: Public Services Manager

Position Summary:

As a Librarian you will draw on your experience to work with a team of professional staff to provide outstanding service to the community of Wethersfield. The Librarian is customer-focused, collaborative, tech-savvy, and helps ensure the delivery of quality results.

Essential Duties:

- Answer ready-reference and/or readers advisory requests, as well as provide general research assistance
- Provide direct public service to patrons (e.g. in-person, by phone, email, social media)
- Participate in collection development and maintenance in assigned areas
- Develop, plan, promote, and deliver classes, programs, and services, in-person and virtually, either in a formal or informal setting which fulfill the mission of the library
- Assist in annual budget preparation, specifically, but not limited to the areas of collection development and programming
- Prepare reports (e.g. statistical or narrative) for Public Services Manager and/or Library Director
- Conduct outreach, liaison, and collaborate closely with relevant Town departments, boards, or committees, local schools, Board of Education, local businesses, as well as community groups/agencies/non-profits in order to plan and deliver classes, programs, or services that meet the expressed or anticipated needs and interests of library patrons
- Attend meetings and participate in professional associations, organizations, divisions, committees, etc. (e.g. ALA, ALSC, YALSA, CLA, etc.)
- Maintain currency in relevant fields (e.g. librarianship, youth services, information technology, etc.)
- May work on special projects
- Perform other duties as required or other tasks/assignments as necessary

Knowledge, Skills, and Abilities:

- Demonstrated ability to establish rapport with diverse public and to deliver excellent customer service
- Successfully demonstrated experience working in a fast-paced environment
- Strong written, verbal, interpersonal, and presentation skills
- Successfully demonstrated ability to follow directions and work well independently and as part of a team
- Successfully demonstrated ability to handle multiple assignments simultaneously and meet deadlines
- Knowledge of relevant literature
- Knowledge of current library trends and best practices
- Ability to keep up to date with popular culture and technological advances that interest library patrons
- Strong aptitude for continued learning and practical application of new/emerging technologies
- Successfully demonstrated reliability, flexibility, and initiative
- Ability to travel to required locations

Required Qualifications:

- ALA Accredited Master's Degree in Library Science or Master's Degree in Library and Information Science or equivalent
- Two years of experience in general library work
- Excellent customer service skills
- Passion for and desire to work with a diverse public
- Knowledge of and demonstrated experience with library related technology
- Schedule must be flexible to include evenings and weekends
- Valid driver's license

Preferred Qualifications:

- Supervisory experience
- Previous experience working in a public library setting as a professional librarian
- Familiarity with the needs of specific populations to be served (e.g. youth developmental needs)

Physical and Mental Requirements/Work Environment:

Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all inclusive and may be supplemented as necessary.

- Ability to get from one location in the library to other locations within or outside the library
- Ability to stand for long periods of time
- Ability to sit for long periods of time
- Ability to perform manipulative skills such as writing, collating, using a keyboard and/or calculator with speed and accuracy for long periods of time
- Ability to see and read text, numbers, data, charts, diagrams, and information closely
- Ability to read text, numbers, data, charts, diagrams, and information from a computer monitor
- Ability to hear normal sounds with background noise in person or when using a telephone
- Ability to understand verbal communication and communicate through speech
- Ability to communicate effectively in oral and written form
- Ability to maintain files and records and to make mathematical calculations using a calculator
- Ability to reach, bend, stoop, kneel, crawl, and crouch
- Ability to push, pull, and lift an object that weighs up to 30 pounds
- Ability to push, pull, maneuver, and steer fully loaded book trucks which can hold objects, boxes, or materials up to 100 pounds
- Ability to concentrate on details, issues, and assignments with interruption, pressure, and changing priorities
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned
- Ability to use knowledge and reasoning to solve problems
- Ability to distinguish between public and confidential information and handle each appropriately
- Ability to learn and apply new information, technology, and legislation applicable to library services, activities, and workflows
- Ability to maintain an even temper while providing service to the public
- Works in a public library and office setting subject to interruption, heavy traffic flow, and heavy work volume expectations
- May be exposed to dust and electro-magnetic radiation
- Ability to work a schedule which includes evening and weekend work, as well as occasional coverage of shifts for other employees as required by illness or vacation

The above description is illustrative and not a complete itemization of all facets of any job.