TOWN OF HAMDEN
Librarian I

Classified/Competitive **B.U.: AFSCME, Local 1303-115**
Department: Library **Salary: Scale A / Range 4**

Position definition: Performs professional library duties in the areas of reference services, technical services or children's services. Provides instruction in the use of electronic and print information sources in these areas and assists library patrons in the selection and use of library materials.

Supervision Received: Works under the general direction of the immediate supervisor as determined by the Library Director, who assigns areas of responsibility, outlines policy and procedures, provides guidance as necessary and evaluates work in terms of accuracy and effectiveness. Works with independence in assigned areas. Makes regular reports to Supervisor, including statistical information for activity reports.

Supervision Exercised: Provides general supervision to Library Technical Assistants, Library Clerks, Library Pages and volunteers.

Examples of Essential Job Duties: Performs basic professional librarian duties, the specifics of which depend upon the unit to which the employee is assigned.

If assigned to the Reference Unit: Provides professional reference and readers advisory at various desks throughout the library. Assists patrons in the location and use of various library materials and equipment including the online catalog, electronic databases and down loadable materials. Selects and evaluates new materials, including gifts and special collections for assigned areas of the collection. Prepares and presents various library programs. Promotes library services to schools, Town agencies or community groups. May be responsible for training and supervision of Library Technical Assistants and other subordinate staff. Interprets library policies for the public. Prepares reports as requested of a statistical and informational nature. May be responsible for the Library's inter-library loan service. May prepare reading lists. Attends professional meetings, maintains membership in professional organizations and participates in their activities. May act as library representative to professional organizations and community groups. May supervise a division or branch library. Other duties as assigned.

If assigned to the Children's Unit: Provides professional reference and reader's advisory in the children's room; assists patrons in the location and use of various juvenile library materials and equipment, including the online catalog, electronic databases, and down loadable material. Plans and presents various programs for children and young adults, including story-based programs and summer reading initiatives. Selects and evaluates new materials for the children's collection. Participates in collection maintenance functions such as weeding, rebinding and replacing. Attends professional meetings, maintains membership in professional organizations and participates in their activities. May act as library representative to professional organizations and community groups. May be responsible for training and supervision of Library Technical Assistants and other subordinate staff. Prepares reports as requested of a statistical informational nature. Interprets library policies for the public. May work at Information Desk or other library division. Other duties as assigned.

If assigned to the Technical Services Unit: Performs original cataloging and classifies library materials to conform to Library of Congress cataloging standards. Searches OCLC and performs data entry in MARC format and makes data base corrections; updates, installs and troubleshoots computer equipment. Interacts with staff to determine best collection development practices. Selects and evaluates new materials, including gifts and special collections for assigned areas of the collection. Participates in professional organizations and may act as library representative in such organizations or in community groups. May work at Information Desk or other library division. Other duties as assigned.

Minimum Qualifications Required: The minimum qualifications required for this position is a Master's Degree in Library Science from an accredited college or university and some working or internship experience in a public library.

Knowledge, Skills and Abilities: Must have a working knowledge of library principles and practices. A working knowledge of the Dewey Decimal Classification System required. Must possess a working knowledge of and facility with current library-related technologies in a variety of platforms as well as the ability and willingness to embrace technological advances as they arise. Must be able to use the Town's email system. The ability to apply principles of library science to solve practical problems where only limited standardization exists is required. Must be able to carry out instructions furnished in written, oral and scheduled form. Must be able to work with patrons in a busy public service-oriented setting and have the ability to establish and maintain effective working relationships with the library staff.

Physical, mental exertion/environmental conditions: Works in 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 hear clearly (correctable to within normal limits) to record phone information, and to see (correctable to 20/20) to complete applications and forms. There is frequent interaction with library patrons, which may cause stress.

Note: the above description is illustrative of tasks and responsibilities. It is not meant to be inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Approved by the Civil Service Commission on: June 17, 2013.