Reference Librarian
Town of Southington Public Library

POSTING DATE: May 10, 2019
CLOSING DATE: May 21, 2019
HOURS AND RATE: 20-hours, $31.51/hour
FLSA: Non-Exempt
GRADE: 6
UNION: UPSEU

REPORTS TO: Assistant Director/Head of Reference

SUBMISSION:
Apply online at http://www.applitrack.com/southingtonschools/onlineapp/default.aspx. You will view 'Southington Public Schools' when entering the site. Both the Southington Public Schools and Town Government are partnering in the use of Frontline/AppliTrack program. Once you have accessed the link, move to the External Applicants section of the page and select Start an Application for Employment. Link your application to the open position for which you are applying.

GENERAL STATEMENT OF DUTIES

• Assists in the administration, planning and implementation of library services in the Reference Department
• Performs reference and assistance to the public.
• Reviews material for selection and acquisition in all relevant formats.
• Works independently under the direction of the Assistant Director/Head of Reference

TYPICAL WORK ACTIVITIES

• Responsible for providing reference and readers advisor services; instructs library patrons in use of resources including public computers, on-line catalogs, databases, downloadable resources, etc.
• Reviews materials for selection and acquisition and makes recommendations for selection of a wide range of book, periodical, and audio-visual materials.
• Develops and presents a wide range of library programming.
• Prepares and distributes public relations and informational materials relative to the activities of all areas of the Library.
• Organizes, develops and maintains assigned collections.
• Develops and presents programs and services.
• Processes and searches databases for interlibrary loan requests.
• Responsible for periodicals and bibliographies.
• Provides statistics and reports.
• Contributes to social media to promote Library services and material.
• Develops community outreach initiatives.
• Acts as library representative to the community and professional groups.
• Maintains relations with other departments within the Library.
• Performs other related duties as assigned.
KNOWLEDGE, SKILL, ABILITY AND PERSONAL CHARACTERISTICS:

- Considerable knowledge of general reader interest levels and types of books and authors.
- Knowledge of professional library principles, methods, materials, and administrative practices.
- Conceptual understanding of up-to-date library reference materials, aids, procedures.
- Demonstrated knowledge of trends in current information technology.
- Ability to develop, perform and supervise bibliographical, reader advisor and other professional library programs and services.
- Ability to communicate concisely and effectively.
- Ability to relate to library patrons, the education community, parents and colleagues.
- Leadership skills, the ability to speak to groups.
- Ability to perform reader’s advisory service to a diverse population.
- A thorough understanding of computerized library systems and databases.
- Ability to interpret library policies, objectives and facilities to community groups and the general public and to establish and maintain favorable public relations.
- Ability to establish and maintain effective working relationships with supervisors, associates, officials of other agencies and the general public.

PHYSICAL DEMANDS:

- Ability to sit and stand for extended period of time.
- Ability to lift objects of 30 lbs; pushing and pulling, reading for books on shelves, sitting and kneeling on floor and climbing on stools.
- Ability to speak in a clear and discernable manner.
- Ability to see and read books, reference material and equipment instructions.
- Ability to move freely within the building and outside during special activities and other programming.

MINIMUM QUALIFICATIONS:

- Graduate degree in Library Science (M.L.S.) from an accredited college or university.
- Minimum of two successful years’ experience in public library reference and information services.