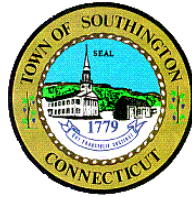


# Town of Southington



## Reference Librarian Town of Southington Public Library

**POSTING DATE:** May 10, 2019

**CLOSING DATE:** May 21, 2019

**FLSA:** Non-Exempt

**HOURS AND RATE:** 20-hours, \$31.51/hour

**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.