



JOHN L. SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: LIBRARIAN I	PAY RANGE: \$1817 - \$2264 biwkly	CLASSIFICATION/ GRADE: T-2	EEOC Tech.
LOCATION: Collection Mgmt./Reference Dept. Lucy Robbins Welles Library	APPLY BY: September 3, 2013	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

ESSENTIAL FUNCTIONS:

Under general supervision of a Library department head or Library administrator, performs professional level library service in the area of collection management (technical services) with reference desk duties. This position will:

- Provides professional assistance in person, by phone and email at various service desks throughout the library.
- Participates in selection, evaluation, and maintenance of materials.
- Troubleshoots computer hardware and software
- Prepares and presents various library programs and outreach services for the community.
- Participates in cataloguing and processing of library materials and maintains various special collections.
- Prepares various reports as requested of a statistical and informational nature.
- May provide backup support to other public desks as needed.
- May assist in budget preparation and other accounting functions.
- May manage office functions and support to Library Administrators, Library Board and Friends of the Library.

MINIMUM QUALIFICATIONS:

- ALA accredited library Master's Degree in Library Science
- Knowledge of automated library systems preferred

Some evening and weekend hours are required per union contract.

See attached Job Description for other duties and qualifications – Job Description subject to change.

Testing Procedure: Written and/or Practical Testing
May also include Oral Panel and/or Interview

Formal Town application required – available through Town Manager's Office or at www.newingtonct.gov

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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TOWN OF NEWINGTON

TITLE:	Librarian I	GRADE:	T-2
DEPARTMENT:	Library	DATE:	Council Adopted 8/22/06

POSITION DESCRIPTION:

Under general supervision of a Library department head or Library administrator, performs professional level library service in the area of reference, children's services, collection management, community services, and/or administrative services.

ESSENTIAL JOB FUNCTIONS:

- Provides professional assistance in person, by phone and email at various service desks throughout the library.
- Participates in selection, evaluation, and maintenance of materials.
- Prepares and presents various library programs and outreach services for the community.
- Participates in cataloguing and processing of library materials and maintains various special collections.
- Prepares various reports as requested of a statistical and informational nature.
- Responsible for the training and supervision of library pages, volunteers, and other assigned staff.
- May assist in budget preparation and other accounting functions.
- May manage office functions and support to Library Administrators, Library Board and Friends of the Library.

ADDITIONAL JOB FUNCTIONS:

- Performs other library tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of modern techniques and methods in the operation of a public library.
- Working knowledge of professional book selection tools and methods.
- Familiarity with basic library cataloguing systems.
- Ability to work effectively with library patrons.
- Skill in meeting and dealing tactfully and effectively with the public.
- Ability to establish and maintain effective work relationships with Town officials and staff and employees.
- Ability to work with computer systems as related to libraries and finance.
- Ability to read, write, and interpret technical reports.
- Knowledge of established library administration policies and protocols.
- Must be able to stand for prolonged periods of time.
- Ability to lift and manipulate piles of books, periodicals, etc.
- Manual dexterity needed when helping patrons with various equipment.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.

- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Library and other Town buildings and sites.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS:

- Graduation from a recognized college or university and/or a Master's Degree in Library Science from an ALA accredited library school or an equivalent combination of training and experience.

LICENSE OR CERTIFICATE:

Not applicable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date