

TOWN OF LEDYARD

CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, CT 06339

NOTICE OF JOB OPENING

I. TITLE: Assistant Librarian I

II. NATURE OF EMPLOYMENT:

Hours/Per Week: 40 Rate: \$23.36 – 25.43/hr.*

A. Permanent X

D. Temporary

B. Full-time X

E. Part-Time

C. Seasonal

F. Benefits X

III. POSITION DESCRIPTION (See Attached)

IV. CLOSING DATE FOR RECEIVING APPLICATIONS: June 17, 2018

V. WHOM TO CONTACT: A. FOR APPLICATION FORM
Marty Hubbard, Mary Ellen Osborne

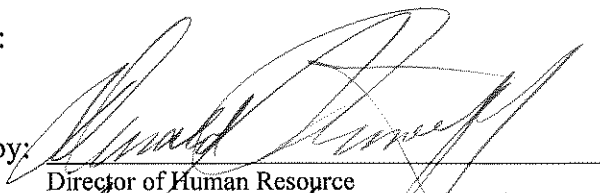
B. FOR RETURNING APPLICATIONS
Gale Bradbury (Bill Library)

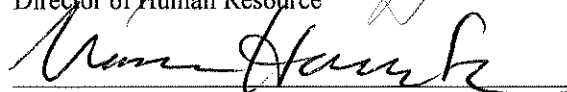
VI. ISSUING PARTY: Donald Steinhoff, Director of Human Resources

VII. POSTING DATE: May 24, 2018

**Qualified disabled persons who with reasonable accommodation, can perform the essential functions of the job in question are invited to apply.

Not valid unless signed by the individuals below:

Approved by: 
Director of Human Resource

Posted by: 
Director of Finance

*Union contract in negotiation

**TOWN OF LEDYARD
ASSISTANT LIBRARIAN I**

GENERAL STATEMENT OF DUTIES:

The Assistant Librarian I is responsible for the operation of one of the libraries of the Ledyard Library Commission and also provides specialized professional services. These services may include such things as budgetary input, grant writing and evaluating library services.

SUPERVISION RECEIVED: The Assistant Librarian I is supervised by the Library Director

SUPERVISION EXERCISED: The Assistant Librarian I supervises the staff and the volunteers in the library to which assigned and acts for the Library Director in his/her absence.

ESSENTIAL JOB FUNCTIONS:

- Oversee the operation of the library building and equipment
- Give work assignments to staff at the circulation desk
- Train new staff in library procedures and the use of the library's circulation system
- Provide reference and reader's advisory service for patrons
- Arrange inter-library loans for patrons
- Provide instruction in and/or assistance with computer applications and other library technology to staff and library users
- Schedule staff at both libraries
- Assist with the evaluation of staff
- Interpret library policies and procedures
- Monitor the behavior and conduct of patrons in the library
- Assist with the selection of large print books DVD's and music CD's for the library
- Make recommendations for other library acquisitions
- Provide collection maintenance such as weeding and shelf reading supervision
- Assist with circulation duties as needed including checking books out to patrons, discharging returned materials, entering patron data into the computer, collecting fines and clearing the patron's record, placing holds and renewing items.
- Oversee the return of material to proper locations, providing assistance if needed
- Attend meetings as required.
- Secure the building at closing

ADDITIONAL DUTIES:

- Plan and implement adult programs
- Develop community awareness of library materials and services
- Help to plan and implement staff development programs
- Resolve office equipment malfunctions
- Recommend possible grants and assist with grant writing
- Schedule the facility for library programs and outside meetings
- Other duties as required.

******The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. ******

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

- Thorough knowledge of the principles and practices of public library functions
- Considerable knowledge of the principles and practices of public administration as applied to a public library, and the use of computers in libraries
- Ability to administer the activities of a public library and to supervise the work of others
- Considerable knowledge of print and online resources
- Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies and the general public.
- Ability in oral and written communication.
- Must provide own transportation in the conduct of duties

Education, Experience and Training:

This position requires a four year college degree preferably in Library Science plus three years of progressively responsible library experience. Supervisory and computer experience is preferred.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.

While performing the duties of this job, the employee is frequently required to: talk, sit, bend, stoop or crouch, bend, twist, use hands, fingers, wrists or perform repetitive motion; handle/feel objects or controls, and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, lift and/or move up to 25 pounds. Must maintain continuous visual acuity including close vision and ability to focus, and hand-eye coordination. Employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and coworkers in everyday stressful and emergency situations.

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.******

Adopted by the Ledyard Town Council on December 13, 2017.

Revised 6.17

Linda Davis
Linda Davis, Chairman,