

TOWN OF LEDYARD LIBRARIAN

GENERAL STATEMENT OF DUTIES: Plans, organizes and administers a comprehensive community library program; oversees the care and maintenance of the library buildings, equipment and facilities; performs managerial duties related to personnel, budget, collection development and library operations; and formulates library policies and program recommendations for action by the Library Commission.

SUPERVISION RECEIVED: Receives general direction from the Library Commission and functional direction from the Mayor.

SUPERVISION EXERCISED: Provides general and functional supervision to professional, paraprofessional and clerical library staff.

EXAMPLES OF ESSENTIAL DUTIES:

- Administers, supervises and performs library services in the areas of reference, children's services, circulation, administration, acquisitions, events and facilities management.
- Provides supervision and delegates responsibilities to the library staff.
- Researches information for Library Commission review, and implements and administers Commission policies.
- Performs near term and long range planning for development of library services.
- Analyzes interests, needs and cultural expectations of the community.
- Develops, maintains and expands a collection of materials, programs and services of the library according to the conceived needs of the community.
- Plans and implements procedures to augment library goals and services through cooperation with community educational, cultural and civic organizations.
- Develops resource materials for town departments.
- Interacts with school media staff to assure availability of supplementary educational materials.
- Develops and/or approves displays and special functions, such as book reviews, lectures and instructional activities to extend library services into the community.
- Reads professional journals and other sources for book and periodical information, and selects or approves selection of books and materials by members of staff.
- Recruits and recommends employment, promotion and disciplinary actions to the Mayor.
- Provides training and career development programs to employees.
- Analyzes procedures and methods of delivery of library services.
- Develops system improvements as needed, including updating of automated record keeping and retrieval systems.
- Prepares budget and program recommendations for Library Commission action.
- Administers adopted library budget.
- Oversees the collection and accounting of all incoming funds, including fees, fines, donations, and state funds.
- Prepares monthly narrative and statistical reports for the Library Commission and the Mayor.
- Prepares statistical reports for the state library upon request.

ADDITIONAL DUTIES:

- Participates in regional and state library cooperative programs.
- Promotes and maintains effective relationships between staff and patrons.
- Performs routine library duties, including desk coverage, reference work, delivery of materials to and from branch as needed.
- Participates in professional library organizations on local, regional, state, New England and national levels, and attends other professional conferences and workshops to remain current on developments and advancements in Library Science, public administration and training.

MINIMUM QUALIFICATIONS:

A Master's Degree in Library Science from an accredited college or university, plus four years of progressively responsible library administration experience including at least 2-3 years in a supervisory capacity or equivalent.

A. KNOWLEDGE, SKILLS AND ABILITY:

- Thorough knowledge of the principles and practices of public library functions
- Thorough knowledge of the principles and practices of public administration as applied to the public library and the use of computers
- Ability in oral and written communication
- Ability to administer the activities of a public library and to supervise the work of others
- Ability to develop short and long term development and operations plans and programs
- Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies and the general public

B. PHYSICAL REQUIREMENTS:

The physical demands described here 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 disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to sit and speak or hear. Employees frequently must move around the building; use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee may need to climb stairs at the branch library and/or carry loads up to 30 pounds.

Hand-eye coordination is necessary to operate computers and various pieces of equipment, including the need for close vision.

Freedom from mental or physical disorders that would interfere with the performance of duties as described is required.

C. **OTHER:** A current motor vehicle license or an alternative method of transportation, which will allow the Librarian to attend various meetings and travel between branches.

Adopted at Ledyard Town Council meeting on _____

Chairman, Town Council

**TOWN OF LEDYARD
SENIOR ASSISTANT LIBRARIAN**

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

SUPERVISION RECEIVED: The Senior Assistant Librarian is supervised by the Librarian.

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

ESSENTIAL DUTIES: The duties of the Senior Assistant include those of Assistant librarian ie. overseeing the operation of the library building and equipment. This includes giving work assignments to staff at the circulation desk, training new staff in library procedures and the use of the library's computerized circulation system, providing reference and reader's advisory service for patrons, arranging inter-library loans for patrons, providing instruction in microcomputer and network applications to staff and library users, interpreting library policies and procedures and monitoring the behavior and conduct of patrons in the library. Other responsibilities include selection and acquisition of large print books and compact discs for the library, making recommendations for other library acquisitions, collection maintenance such as weeding and shelf reading supervision, and attending meetings as required. These duties also include assisting staff as needed with checking materials in and out, arranging for the return of overdue materials, collection of monies for fines and copies, return of material to proper locations, reserving items for patrons, and maintaining patron files.

The Senior Assistant schedules staff at both libraries, assists with the management and evaluation of services provided by the library, assists with the evaluation of library staff, confers periodically with library users to determine the extent to which existing library services meet their needs, develops community awareness of library materials and services with the director, reviews the use of materials to plan for future acquisitions and gives input on budgetary needs.

ADDITIONAL DUTIES: Planning and implementing adult programs, helping to plan and implement staff development programs, resolving office equipment malfunctions, grant writing, scheduling the facility for library programs and outside meetings, and other duties as required.

MINIMUM QUALIFICATIONS:

A. 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.
- 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.

B. PHYSICAL REQUIREMENTS: Must be able to communicate with patrons, must be able to respond to visual prompts on the computer terminal, must be able to shelve and/or retrieve books from top and bottom shelves, may need to climb stairs to balcony and basement at branch library, and may need to carry loads up to 30 pounds. Must provide own transportation in the conduct of duties.

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.

C. 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.

Adopted by the Ledyard Town Council on _____

Revised 5/01

Chairman, Town Council

**TOWN OF LEDYARD
ASSISTANT LIBRARIAN**

GENERAL STATEMENT OF DUTIES: The Assistant Librarian is responsible for the operation of one of the libraries of the Ledyard Library Commission.

SUPERVISION RECEIVED: The Assistant is supervised by the Librarian and the Senior Assistant Librarian.

SUPERVISION EXERCISED: The Assistant supervises the staff and volunteers in the library to which assigned.

ESSENTIAL DUTIES: Oversees the operation of the library building and equipment. Duties include giving work assignments to staff at the circulation desk, training new staff in library procedures and the use of the library's computerized circulation system, providing reference and reader's advisory service for patrons, arranging inter-library loans for patrons, providing instruction in microcomputer and network applications to staff and library users, interpreting library policies and procedures and monitoring the behavior and conduct of patrons in the library. Other responsibilities include selection and acquisition of compact discs and audio tapes for the branch library, collection maintenance such as weeding and shelf reading supervision, and attending meetings as required. These duties also include making recommendations for other library acquisitions, and assisting staff as needed with checking materials in and out, arranging for the return of overdue materials, collection of monies for fines and copies, return of material to proper locations, reserving items for patrons, maintaining patron files.

ADDITIONAL DUTIES: Assisting with staff evaluations, planning and implementing adult programs, and developing community awareness of library materials and services, helping to plan and implement staff development programs, resolving office equipment malfunctions, scheduling the facility for library programs and outside meetings, arranging for pick-up of newspapers daily and other duties as required.

MINIMUM QUALIFICATIONS:

A. KNOWLEDGE, SKILLS AND ABILITY:

- Thorough knowledge of the principles and practices of public library functions
- Considerable knowledge of the use of computers in libraries
- Ability to supervise the work of others.
- 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.

B. PHYSICAL REQUIREMENTS: Must be able to communicate with patrons, must be able to respond to visual prompts on the computer terminal, must be able to climb stairs to get to balcony and basement areas, and must be able to shelve and/or retrieve books from top and bottom shelves. Must provide own transportation in the conduct of duties.

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.

C. EXPERIENCE AND TRAINING: This position requires a four year college degree preferably in Library Science plus two years of experience in a library. Supervisory and computer experience is preferred.

Adopted by the Ledyard Town Council meeting on _____

Revised 5/01

Chairman, Town Council

**TOWN OF LEDYARD
CHILDREN'S LIBRARIAN**

GENERAL STATEMENT OF DUTIES: The Children's Librarian proactively plans, organizes and delivers services in the children's area at both the Bill and Gales Ferry libraries.

SUPERVISION RECEIVED: The Children's Librarian is supervised by the Library Director.

SUPERVISION EXERCISED: Supervises Library Assistants and Library Pages staff and volunteers assigned to assist in the implementation of approved programs.

ESSENTIAL DUTIES:

- Plan, develop and implement library programs oriented to the needs of young patrons
- Select new and replacement books and non print materials for library acquisition
- Assist at the public service desks to provide reader's advisory service to children, and to answer their reference and informational questions
- Provide assistance and instruction in the use of OPAC terminals and other materials for borrowing and locating reference information.
- Develop and coordinate all children's outreach programs to local schools and daycares.
- Maintain records and prepare annual reports,
- Assist in monitoring the conduct and behavior of young library patrons
- Interpret library rules and policies.
- Act as a resource person on library services for parents, teachers, and others concerned with young library patrons
- Serve as a liaison with the school librarians.
- Prepare press releases detailing children's activities and programs
- Coordinate the volunteers working with children
- Evaluate and weed the children's collection on an annual basis
- Other duties as required

ADDITIONAL DUTIES:

- Stay informed about trends in Children's library service
- Participate in professional organizations
- Attend continuing education workshops and conferences
- Deliver materials to and from branch library
- Conduct programs and workshops in the community

MINIMUM QUALIFICATIONS:

A. KNOWLEDGE, SKILLS AND ABILITY:

- Knowledge of the principles and practices of public library functions
- Working knowledge of children's literature
- Knowledge of the use of computers in libraries
- Ability to supervise the work of others
- 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

B. PHYSICAL REQUIREMENTS: Must be able to communicate with patrons, must be able to shelve and/or retrieve books from top and bottom shelves, may need to climb stairs, may need to get down on the floor with children, need to work with hands doing craft projects with children; and must be able to carry loads up to 30 pounds, ie transporting books and equipment to outreach locations. Must provide own transportation in the conduct of duties.

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.

C. EXPERIENCE AND TRAINING: This position requires a four year college degree preferred plus two years of experience in a library. Experience working with children is required, and supervisory experience is preferred.

Adopted at Ledyard Town Council on June 11, 2008

John A. Rodolico, Chairman

**TOWN OF LEDYARD
HEAD OF TECHNICAL SERVICES**

General Statement of Duties: Responsible for all activities related to materials acquisition, processing and classification.

Supervision Received: The Head of Technical Services is supervised by the Library Director.

Essential Duties:

- Catalog all library materials
- Responsible for on-line cataloging using LION standards and criteria
- Update holdings records; attach holdings records
- Coordinate cataloging activities with adult and children's services. Decide if gift material meets library standards for inclusion into the collection
- Represent the library at LION, operating as Project Manager.
- Set up and maintain parameters for the library's computer system
- Attend LION Bibliographic Committee meetings and work with LION regarding cataloging issues and incorrect records
- Select adult materials in cooperation with the Library Director
- Order library materials and interface with materials vendors
- Prepare Technical Services reports for the Director
- Other duties as required

Additional Duties:

- Work at the service desk as needed
- Attend continuing education workshops and conferences

Minimum Qualifications

A. Knowledge, Skill and Ability:

- Knowledge of library policies, procedures and administrative practices
- Knowledge of the bibliographic standards of cataloging
- Knowledge and experience in data entry, and on-line computer systems
- Knowledge of print and online resources
- Knowledge of a broad variety of topics
- Ability to communicate orally and in writing
- Ability to establish and maintain an effective working relationship with superiors, subordinates and the general public
- Ability to understand the needs of the community

B. Physical Requirements: Must be able to use a keyboard for data entry and respond to visual prompts on a computer screen. Must be able to sit for long periods of time, and must be able to handle books and other materials to be cataloged.

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.

C. Experience and Training: Four year college degree preferred plus 2 years experience in library work to include technical services as well as library automation. Supervisory experience preferred

Adopted at Ledyard Town Council meeting on _____

Chairman, Town Council

Revised 12/07

**TOWN OF LEDYARD
LIBRARY SECRETARY/TECHNICAL SERVICES ASSISTANT**

GENERAL STATEMENT OF DUTIES: The Secretary provides supportive clerical/secretarial services and performs technical services functions for the Library professional staff.

SUPERVISION RECEIVED: The Secretary is supervised by the Librarian.

SUPERVISION EXERCISED: The Library Secretary supervises library volunteers who help out in technical services (ie. Preparation of new books for circulation, mending damaged books, discarding books).

ESSENTIAL DUTIES:

- Process all new library materials for circulation
- Handle correspondence for the Director including the preparation of monthly mailings to the Library Commission.
- Co-ordinate the library's co-operatives including delivery and pick-up of "Packets" and processing of the items
- Perform elementary descriptive cataloging using automated bibliographic database
- Responsible for knowledge of all book and gift accounts
- Withdraw library materials; delete titles from data base and prepare items for disposal (recycling or book sale when appropriate).
- Order all library, office and janitorial supplies and maintain an inventory of them.
- Unpack, receive and route all supplies as needed and sort mail daily
- Resolve routine problems in book or supply orders
- Assist with circulation duties including checking books out to patrons, discharging returned materials, entering patron data into the computer, collecting fines and clearing the patron's record
- Work in other library departments when assigned
- Other duties as required

ADDITIONAL DUTIES:

- Supervise library volunteers who assist in technical services.
- Run errands for the library ie. delivering materials to and from branch library and picking up daily mail and newspapers.
- Perform a variety of library clerical tasks as assigned.

MINIMUM QUALIFICATIONS:

A. Knowledge, skills and ability:

- Knowledge of, and skill in utilizing computers and general office machines
- Knowledge of modern office practices and procedures
- Knowledge of library policies, procedures and administrative practices.
- Ability to establish and maintain effective working relationships with vendors and co-workers.

B. Physical requirements: Must be able to use a keyboard for data entry, must be able to handle books and materials for processing, must be able to carry loads up to 30 pounds, and must provide own transportation in the conduct of duties.

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.

C. Experience and Training: Two years of appropriate formal post secondary school courses preferred and two years experience in a clerical position or the equivalent in practical experience. Library experience preferred.

Adopted at Ledyard Town Council meeting on:_____

Revised 12/07

Chairman, Town Council

TOWN OF LEDYARD
SENIOR LIBRARY ASSISTANT/ REFERENCE LIBRARIAN

GENERAL STATEMENT OF DUTIES: The Senior Library Assistant performs reference and reader's advisory service and assistance to patrons in material selection and the use of computers.

SUPERVISION RECEIVED: The Senior Library Assistant is supervised by the Assistant Librarian.

SUPERVISION EXERCISED: The Senior Library Assistant supervises the Library Assistant and Page in the Assistant Librarian's absence.

ESSENTIAL DUTIES:

- Provide reference and reader's advisory service to patrons
- Explain basic library functions, services and resources to the public
- Perform routines and procedures related to interlibrary loans
- Provide assistance and instruction in the use of OPAC terminals and other materials for borrowing and locating reference information
- Responsible for tracking magazine subscriptions and preparing issues for circulation
- Prepare and submit monthly statistics reports
- Assist with circulation duties including checking books out to patrons, discharging returned materials, entering patron data into the computer, collecting fines and clearing the patron's record
- Assist patrons in the use of the library's copier, reader printer and other equipment
- Resolve office equipment malfunctions
- Assist with programming
- Interpret library policies and procedures
- Monitor the behavior and conduct of patrons in the library
- Secure the building at closing time in the Assistant Librarian's absence
- Other duties as required

ADDITIONAL DUTIES:

- Keep informed of current events and developments in the library field
- Maintain current knowledge of library technology
- Attend continuing education workshops and conferences

MINIMUM QUALIFICATIONS:

A. KNOWLEDGE, SKILLS AND ABILITY:

- Knowledge of the principles and practices of public library functions
- Knowledge of the use of computers in libraries
- Knowledge of print and online resources
- Ability to deal with the public in a professional and courteous manner
- Ability to establish and maintain effective working relationships with co-workers

B. PHYSICAL REQUIREMENTS: Must be able to communicate with patrons, must be able to respond to visual prompts on the computer terminal, must be able to shelve and/or retrieve books from top and bottom shelves, and may need to climb stairs to get to balcony or basement area in branch library.

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.

C. EXPERIENCE AND TRAINING: Two years of appropriate formal post secondary school courses preferred and a minimum of one year of library experience. Associates Degree in Library Science a plus.

Adopted at Ledyard Town Council Meeting on _____

Revised 12/07

Chairman, Town Council

TOWN OF LEDYARD
SENIOR LIBRARY ASSISTANT/ CHILDREN'S

GENERAL STATEMENT OF DUTIES: The Senior Library Assistant/ Children's works in conjunction with the Children's Librarian

SUPERVISION RECEIVED: The Senior Library Assistant is supervised by the Children's Librarian and/or the Assistant Librarian.

SUPERVISION EXERCISED: The Senior Library Assistant/Children's may supervise the Library Assistant and Page in the Assistant Librarian's absence.

ESSENTIAL DUTIES:

- Understands and is able to perform all jobs related to lending library materials, registering patrons, receiving and processing reserves and system level hold requests, collecting and recording fines and fees, and handling the book drop.
- Assists the Children's Librarian in providing reader's advisory service to children and answering their reference and informational questions.
- Assists in planning and conducting story hours and other children's programs.
- Operates equipment as needed.
- Supervises children in regular visits to the library.
- Interpret library rules and policies
- Assists in the selection of new and replacement books and non-print materials for library acquisition.
- Assists in preparing bibliographies, flyers, bulletin boards, displays and publicity for the children's room.
- Works with staff and volunteers to shelve, shelf read and shift in the children's room as needed.
- Assists with circulation and reference in the adult department as needed

ADDITIONAL DUTIES:

- Attend continuing education workshops and conferences as needed.
- Assist with conducting programs and workshops in the community
- Other duties as required

MINIMUM QUALIFICATIONS:

A. KNOWLEDGE, SKILLS AND ABILITY:

- Knowledge of the principles and practices of public library functions
- Knowledge of Children's Literature
- Knowledge of the use of computers in libraries
- Comfortable working with children
- Ability to relate in a friendly and open manner with children and parents
- Ability to establish and maintain effective working relationships with co-workers

B. PHYSICAL REQUIREMENTS: Must be able to communicate with patrons, must be able to shelve and/or retrieve books from top and bottom shelves, may need to climb stairs, may need to get down on the floor with children, need to work with hands doing craft projects with children, and must be able to carry loads up to 30 pounds, ie transporting books and equipment to outreach locations. Must provide own transportation in the conduct of duties.

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.

C. EXPERIENCE AND TRAINING: Two years of appropriate formal post secondary school courses preferred and a minimum of one year of library experience. Associates Degree in Library Science a plus.

Adopted at Ledyard Town Council Meeting on _____

4/08

Chairman, Town Council

TOWN OF LEDYARD

SUNDAY ASSISTANT LIBRARIAN

GENERAL STATEMENT OF DUTIES: The Sunday Assistant Librarian is responsible for the operation of one of the libraries of the Ledyard Library Commission.

SUPERVISION RECEIVED: The Sunday Assistant is supervised by the Librarian and the Senior Assistant Librarian.

SUPERVISION EXERCISED: The Sunday Assistant supervises the Library Technical Assistants and the Library Pages in the library to which assigned.

ESSENTIAL DUTIES: Oversees the operation of the library building and equipment. Duties include giving work assignments to staff at the circulation desk, giving reference and reader's advisory service to patrons, **giving instruction to patrons in the use of the card catalog and other library equipment, interpreting library policies and procedures and monitoring the behavior and conduct of patrons in the library.** Duties may also include assisting staff as needed with checking materials in and out, arranging for the return of overdue materials, collection of monies for fines and copies, return of material to proper locations, reserving items for patrons, catalog maintenance, including filing, updating and withdrawing cards, and using the computer to maintain patron files.

ADDITIONAL DUTIES: **Assisting with interlibrary-loans, collection maintenance activities, making recommendations for library acquisitions and resolving office equipment malfunctions.**

MINIMUM QUALIFICATIONS:

A. KNOWLEDGE, SKILLS AND ABILITY: Skills and knowledge required by this position would generally be acquired with a four year college degree, preferably in Library Science or an associated field.

B. PHYSICAL REQUIREMENTS: Must be able to communicate with patrons must be able to respond to visual prompts on computer terminals, and must be able shelve and/or retrieve books from top and bottom shelves. May need to climb stairs to balcony and basement at branch library.

C. EXPERIENCE AND TRAINING: This position requires a minimum of two years of experience in a library before job duties can be carried out in a satisfactory manner. Supervisory and computer experience is preferred.

SALARY GROUP 6

Adopted at Ledyard Town Council meeting on

October 25, 1994


Chairman, Town Council

AMERICAN'S DISABILITY ACT ADDENDUM
TO JOB DESCRIPTION PERFORMANCE QUALIFICATIONS

Addendum to Job Description: Sunday Assistant Librarian

This position requires certain physical demands which include good physical and mental health and the ability to perform the following physical tasks:

<u>Physical Task</u>	<u>Time Required Per Day*</u>	<u>Continuous/ Intermittent</u>
Standing	<u>110</u>	<u>C/I</u>
Sitting	<u>30</u>	<u>C/I</u>
Walking	<u>20</u>	<u>C/I</u>
Climbing	<u>10</u>	<u>I</u>
Work at Heights	<u>-</u>	<u>-</u>
Bending	<u>10</u>	<u>I</u>
Crouching/Stooping	<u>10</u>	<u>I</u>
Pushing/Pulling	<u>10</u>	<u>C/I</u>
Twisting	<u>10</u>	<u>I</u>
Reaching	<u>10</u>	<u>C/I</u>
Lifting/Lowering	<u>20</u>	<u>C/I</u>
Weights: 1 - 15 lbs	<u>(15)</u>	<u>-</u>
16 - 30 lbs	<u>(5)</u>	<u>-</u>
31 - 50 lbs	<u>-</u>	<u>-</u>
over 51 lbs	<u>-</u>	<u>-</u>
Ranges:		
Floor to knuckle	<u>-</u>	<u>-</u>
Knuckle to Shoulder	<u>10</u>	<u>I</u>
Shoulder and Above	<u>10</u>	<u>I</u>
Repetitive Motion		
Hand-Wrist	<u>200</u>	<u>-</u>
Elbow-Shoulder	<u>40</u>	<u>-</u>
Total Minutes per Work Day	<u>240</u>	<u>-</u>

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**TOWN OF LEDYARD
LIBRARY ASSISTANT**

GENERAL STATEMENT OF DUTIES:

Provide assistance to the public at the library circulation desk and by telephone.

SUPERVISION RECEIVED:

The Library Assistant is supervised by an Assistant Librarian, or by a Senior Library Assistant in the Assistant Librarian's absence.

ESSENTIAL JOB FUNCTIONS:

Be available to greet and serve patrons as they come into the library

Understand and use the library's computerized circulation system: To check books, magazines and other library materials out to patrons, and discharge returned materials, place holds and renew materials as needed for patrons, register new patrons in the system, update expired cards and make changes as needed, collect fines and fees for overdue materials, clear from the patron's record as necessary and assist with check in of materials from other libraries.

Answer the telephone and provide routine information or refer and transfer calls

Answer directional, policy and procedural questions of library patrons

Refer reference and informational questions as well as questions on the use of library materials to reference librarians

Assist patrons in the operation of photocopiers and printers and resupply with paper and toner as needed

Notify patrons when an item has come in for them

Shelve materials when necessary and shelf read assigned collections

ADDITIONAL DUTIES:

Assist with library programs

Provide assistance and instruction in the use of the online catalog

Assist with monitoring the behavior and conduct of patrons in the library

Perform routine catalog maintenance and book processing such as deleting holdings in the computer, or attaching labels to DVD's

May be asked to assist patrons with basic computer questions

Assist with opening and closing procedures

******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

Knowledge of basic computer functions

Knowledge of basic library materials

Ability to deal with the public in a professional and courteous manner

Ability to understand and follow written and oral instruction

Ability to pay attention to detail

Ability to establish and maintain effective working relationships with co-workers

Education, Experience and Training:

A high school diploma or equivalent is required. Previous work experience indicative of ability to work independently on support staff functions requiring many skills a plus.

PHYSICAL REQUIREMENTS:

The physical demands described here 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 individuals with a disability to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels, use hands to finger, feel or operate objects, or controls; use wrists for repetitive motion, reach with hands and arms.

Must be able to communicate effectively with patrons

Must be able to respond to visual prompts on the computer screen

Must be able to shelve and/or retrieve books from top and bottom shelves

May need to carry loads up to 20 pounds

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain composure with the public and co-workers in every day 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 Ledyard Town Council on March 14, 2012



Sean Sullivan, Chairman

Rev. 2/9/2012

**TOWN OF LEDYARD
LIBRARY PAGE**

GENERAL STATEMENT OF DUTIES: The Library Pages is responsible for shelving books and other library materials and performing related tasks.

SUPERVISION RECEIVED: The Library Pages-is supervised by ~~the~~ an Assistant Librarian or a Library Assistant I in the Assistant Librarians absence.

ESSENTIAL-JOB FUNCTIONS:

Shelve library materials

Put library materials in order on the shelves and straightens them up as needed

Assist staff with checking materials for damage and removing them from the shelves

Answer directional questions

Manage newspaper files

ADDITIONAL DUTIES:

Assist with library programs

Data entry into a library computer

Type labels

********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. *******

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Ability:

Ability to understand and follow written and oral instructions

Ability to pay attention to detail

Ability to read letters and numbers to shelve items in their correct locations

Ability to deal with the public in a professional and courteous way

Experience and Training:

No experience and training is required although a working knowledge of the Dewey Decimal System is helpful.

PHYSICAL REQUIREMENTS:

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 hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels, use hands to finger, feel or operate objects, or controls; use wrists for repetitive motion, reach with hands and arms.

Meets the minimum age requirements under state and federal regulations

Must be able to shelve and/or retrieve books on top and bottom shelves

May need to carry loads up to 20 pounds

Must be able to stand for long periods of time in one area

Employee must be free from mental and physical disorders which would interfere with performance of duties as described.

SPECIAL REQUIREMENTS: This program is designed to hire students aged 15 to 18 years. Preference is to be given to Ledyard students.

*****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 Ledyard Town Council on August 22, 2012

Linda C Davis

Linda C. Davis, Chairman

**TOWN OF LEDYARD
CUSTODIAN**

GENERAL STATEMENT OF DUTIES: The custodian is responsible for the general cleaning of the interior of various offices of town Buildings.

SUPERVISION RECEIVED: The custodian is supervised by the Mayor or his designee.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES: The duties of the custodian include daily and scheduled housekeeping including: vacuuming all floors daily; washing tile floors daily; cleaning restrooms ensuring toilet tissue, paper towels and liquid soap dispensers are full; dusting display cases, televisions, computers, pictures, tables and book shelves; cleaning desk tops with glass cleaner as specified (desks may be dusted with a feather duster as not to disturb desk tops), sanitizing phones, dusting all blinds, emptying trash receptacles and placing new liners in each. Removing all trash from building and placing in dumpster.

LIBRARY: The Library custodian is responsible for delivering materials including books and cleaning supplies to and/or from the other branch, and for keeping the front walks and stairs swept. The custodian may be required to pick up mail and/or newspapers daily, do miscellaneous yard work, do basic repair work and other duties as specified by the Library Director.

QUALIFICATIONS:

- A. PHYSICAL REQUIREMENTS: As required by the ADA of 1991, the physical qualifications are contained on the attached addendum. LIBRARY - May need to carry loads up to 30 lbs. Must provide own transportation in the conduct of duties.

- B. DESIRABLE CHARACTERISTICS:
POLICE DEPARTMENT - Must not have a criminal record and must pass a background check conducted by the Ledyard Police Department.

Salary Group: 3

Revised: 5/98

Adopted by the Ledyard Town Council on July 8, 1998


John Rodolico, Chairman