

**TOWN OF LEDYARD
LIBRARY DIRECTOR**

GENERAL STATEMENT OF DUTIES:

Plan, organize and administer a comprehensive community library program; oversee the care and maintenance of the library buildings, equipment and facilities; perform managerial duties related to personnel, budget, collection development and library operations; and formulate 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.

ESSENTIAL JOB FUNCTIONS:

- Administer, supervise and perform library services in the areas of reference, children's services, circulation, administration, acquisitions, events and facilities management.
- Provide supervision and delegate responsibilities to the library staff.
- Research information for Library Commission review, and implement and administer Commission policies.
- Perform near term and long-range planning for development of library services.
- Analyze interests, needs and cultural expectations of the community.
- Develop, maintain and expand a collection of materials, programs and services of the library according to the conceived needs of the community.
- Plan and implement procedures to augment library goals and services through cooperation with community educational, cultural and civic organizations.
- Develop resource materials for town departments.
- Interact with school media staff to assure availability of supplementary educational materials.
- Develop and/or approves displays and special functions, such as book reviews, lectures and instructional activities to extend library services into the community.
- Read professional journals and other sources for book and periodical information, and selects or approves selection of books and materials by members of staff.
- Recruit and recommend employment, promotion and disciplinary actions to the Mayor.
- Provide training and career development programs to employees.
- Analyze procedures and methods of delivery of library services.
- Develop system improvements as needed, including updating of automated record keeping and retrieval systems.
- Prepare budget and program recommendations for Library Commission action.
- Administer adopted library budget.

- Oversee the collection and accounting of all incoming funds, including fees, fines, donations, and state funds.
- Prepare monthly narrative and statistical reports for the Library Commission and the Mayor.
- Prepare statistical reports for the state library upon request.

ADDITIONAL DUTIES:

- Participate in regional and state library cooperative programs.
- Promote and maintains effective relationships between staff and patrons.
- Perform routine library duties, including desk coverage, reference work, delivery of materials to and from branch as needed.
- Participate 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.
- 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 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
- 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
- A valid motor vehicle operator's license.

Education, Experience and Training:

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.

Physical Demands

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 disabilities 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.

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Adopted at Ledyard Town Council meeting on December 13, 2017

Linda Davis
Linda Davis, Chairman

Rev 06/2017

**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.

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

Revised 6.17

Linda Davis
Linda Davis, Chairman,

**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 Librarian is supervised by the Library Director.

SUPERVISION EXERCISED:

The Assistant Librarian supervises the staff and volunteers in the library to which assigned.

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 and/or assistance with computer applications and other library technology to staff and library users
- Interpret library policies and procedures
- Monitor the behavior and conduct of patrons in the library
- Assist with staff evaluations
- 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 time

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
- 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 print and online resources
- 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.
- 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 two years of experience in a library. 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.

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


Linda Davis, Chairman

Rev. 06/2017

**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 staff and volunteers assigned to assist with children's activities.

ESSENTIAL JOB FUNCTIONS:

- 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

ADDITIONAL DUTIES:

- Stay informed about trends in Children's library service
- Participate in community literacy programs
- Participate in professional organizations
- Attend continuing education workshops and conferences
- Deliver materials to and from branch library
- Conduct programs and workshops in the community
- Must provide own transportation in the conduct of duties
- 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:

- 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

Education Experience and Training:

This position requires a four-year college degree preferably in Library Science plus two years of experience in a library. Experience working with children is required, and supervisory experience is preferred.

Physical Demands:

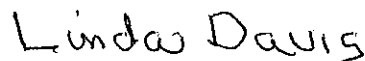
The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.

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.

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Adopted at Ledyard Town Council on December 13, 2017.



Linda Davis, Chairman

Rev. 6/2017

**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

Additional Duties:

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- 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.
- Attend continuing education workshops and conferences
- Other duties as required

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QUALIFICATIONS PROFILE:

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

Education, 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.

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.

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Adopted at Ledyard Town Council meeting on December 13, 2017.



Linda Davis, Chairman

Revised 6/17

**TOWN OF LEDYARD
LIBRARY ASSISTANT I/REFERENCE**

GENERAL STATEMENT OF DUTIES:

The Library Assistant I/Reference performs reference and reader's advisory service and assistance to patrons in material selection and the use of computers.

SUPERVISION RECEIVED: The Library Assistant I is supervised by an Assistant Librarian.

SUPERVISION EXERCISED: The Library Assistant I supervises the staff and volunteers in the library to which assigned in the Assistant Librarian's absence.

ESSENTIAL JOB FUNCTIONS:

- 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 the online catalog and other resources for borrowing and locating reference information
- Provide assistance with computer applications and other library technology to patrons
- 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, placing holds and renewing items
- Assist patrons in the use of the library's copier, reader printer and other equipment
- Oversee the return of material to proper locations, providing assistance if needed
- 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

ADDITIONAL DUTIES:

- Resolve office equipment malfunctions
- Assist with programming as needed
- Keep informed of current events and developments in the library field
- Maintain current knowledge of library technology
- Attend continuing education workshops and conferences
- Other duties as required

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QUALIFICATIONS PROFILE:

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

Education, Experience and Training:

Two years of appropriate formal post-secondary school courses preferred and a minimum of one year of library experience. A Library Technology Certificate a plus.

Physical Demands:

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 disabilities 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.

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Adopted at Ledyard Town Council Meeting on December 13, 2017.

Linda Davis
Linda Davis, Chairman

Rev 06/2017

**TOWN OF LEDYARD
LIBRARY ASSISTANT I/CHILDREN'S**

GENERAL STATEMENT OF DUTIES:

The Library Assistant I / Children's works in conjunction with the Children's Librarian

SUPERVISION RECEIVED:

The Library Assistant I is supervised by the Children's Librarian and/or – an Assistant Librarian.

SUPERVISION EXERCISED:

The Library Assistant I/Children's may supervise the Library Assistant and Page in the Assistant Librarian's absence.

ESSENTIAL JOB FUNCTIONS:

- Understands and is able to perform all jobs related to circulation 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.
- Assist the Children's Librarian in providing reader's advisory service to children and answering their reference and informational questions.
- Assist in planning and conducting story hours and other children's programs.
- Operate equipment as needed.
- Supervise children in regular visits to the library.
- Interpret library rules and policies
- Assist in the selection of new and replacement Children's books and non-print materials for library acquisition.
- Assist in preparing bibliographies, flyers, bulletin boards, displays and publicity for the children's room.
- Work with staff and volunteers to shelve, shelf read and shift in the children's room as needed.
- Assist 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

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QUALIFICATIONS PROFILE:

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
- Must provide own transportation in the conduct of duties

Education and Experience: Two years of appropriate formal post-secondary school courses preferred and a minimum of one year of library experience. A Library Technology Certificate a plus.

Physical Demands:

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 disabilities 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.

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Adopted at Ledyard Town Council Meeting on December 13, 2017

06/2017

Linda Davis
Linda Davis, Chairman

**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 Library Director .

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 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

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.
- Other duties as required

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QUALIFICATIONS PROFILE:

Education, 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.

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.

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.

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Adopted at Ledyard Town Council meeting on December 13, 2017.

Revised 6/2017

Linda Davis
Linda Davis, Chairman

**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 Librarian is supervised by the Library Director

SUPERVISION EXERCISED:

The Sunday Assistant Librarian supervises the staff and volunteers in the library to which assigned.

ESSENTIAL JOB FUNCTIONS:

- Oversee the operation of the library building and equipment
- Give work assignments to staff at the circulation desk as needed
- Provide reference and reader's advisory service for patrons
- Provide assistance and instruction in the use of the online catalog and other resources for borrowing and locating reference information
- Provide assistance with computer applications and other library technology to patrons
- Interpret library policies and procedures
- Monitor the behavior and conduct of patrons in the library
- 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
- Secure the building at closing

ADDITIONAL DUTIES:

- Assist with interlibrary loans
- Resolving office equipment malfunctions
- Other duties as required

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QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability:

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

Education, Experience and Training:

A four-year college degree preferably in Library Science plus two years of experience in a library. Supervisory and computer experience is preferred.

Physical Demands:

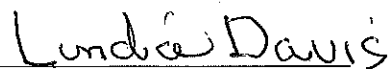
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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 Ledyard Town Council on December 13, 2017.


Linda Davis, Chairman

Rev. 06/2017

**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, and also by a Library Assistant I 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, clearing them 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
- Shelf 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
- 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

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 Demands:

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.

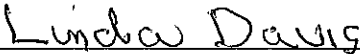
While performing the duties of this job, the employee is frequently required to: talk, sit, bend, stoop or crouch, bend, twist, use hands, fingers, wrists or perform repetitive motion; handle/feel objects or controls, and reach with hands and arms. The employee must occasionally walk, climb stairs to 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.

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.

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Adopted by Ledyard Town Council on December 13, 2017

Rev. 6.2017


Linda Davis, Chairman

**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 an Assistant Librarian or a Library Assistant I in the Assistant Librarians absence.

ESSENTIAL-JOB FUNCTIONS:

- Shelf 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
- 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:

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

Education, Experience and Training:

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

Meets the minimum age requirements under state and federal regulations

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.

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

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Adopted by Ledyard Town Council on December 13, 2017

Linda Davis
Linda Davis, Chairman

Rev. 6.2017