

TOWN OF LEDYARD
LIBRARY DIRECTOR

GENERAL STATEMENT OF DUTIES:

The Library Director 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:

The Library Director receives general direction from the Library Commission and functional direction from the Mayor.

SUPERVISION EXERCISED:

The Library Director 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, youth 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 the collection of materials, programs, and services for 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 approve 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 select or approve selection of books and materials by staff members.
- Recruit and recommend employment, promotion, and disciplinary actions to the Mayor
- Provide training and career development opportunities to employees
- Analyze procedures and methods of delivery of library services
- Develop system improvements as needed including updating 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, 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
- Creates the monthly staffing schedule for both library buildings

ADDITIONAL DUTIES:

- Participate in regional and state library cooperative programs
- Promote and maintain effective relationships between staff and patrons
- Perform routine library duties including desk coverage, reference work, and delivery of materials to and from buildings as needed
- Participate in professional library organizations at local, regional, state, New England, and national levels and attend other professional conferences and workshops to remain current on developments and advancements in Library Science, public administration, and available training
- Other duties as required

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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 to communicate orally and in writing
- Ability to administer the activities of a public library and to supervise the work of others
- Ability to develop short and long-term development plans, 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:

This position requires 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 two or three 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.

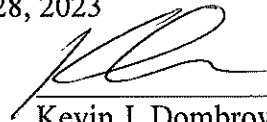
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stairs to various levels, and lift and/or move up to 25 pounds. The employee must maintain continuous visual acuity including close vision, and the ability to focus, and hand-eye coordination. The employee must maintain normal auditory ability and 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 composure with the public and coworkers in everyday stressful and emergency situations.

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Adopted by the Ledyard Town Council on: June 28, 2023



Kevin J. Dombrowski, Chairman

TOWN OF LEDYARD
ASSISTANT LIBRARIAN II – ADULT SERVICES

GENERAL STATEMENT OF DUTIES:

The Assistant Librarian II – Adult Services; is responsible for the operation of one of the library buildings of the and also provides specialized professional services. These services may include such things as budgetary input, grant writing, and evaluating library services and staff.

SUPERVISION RECEIVED:

The Assistant Librarian II – Adult Services is supervised by the Library Director.

SUPERVISION EXERCISED:

The Assistant Librarian II – Adult Services supervises the staff and the volunteers in the library to which assigned and in the absence of the Director, will be in charge of the library.

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 for patrons
- Arrange interlibrary loans for patrons
- Provide instruction in and/or assistance with technology and library equipment to staff and library users
- Assist with the evaluation of staff
- Interpret library policies and procedures
- Monitor patron behavior and conduct
- Assist with the selection of materials for the collection
- Prepare press releases detailing adult activities and programs
- 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, clearing patron records, 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
- Supports the Library social media presence and updates content on the Library’s website in accordance with the Town’s Social Media Policy

ADDITIONAL DUTIES:

- Plan and implement adult programs
- Develop community awareness of library materials and services
- Help to plan and implement staff development programs
- Attend continuing education workshops and conferences
- Resolve library equipment malfunctions

- Recommend possible grants and assist with grant writing
- Schedule the facility for library programs and outside meetings
- 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 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
- 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 to communicate orally and in writing

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 experience is preferred.

Physical Demands:

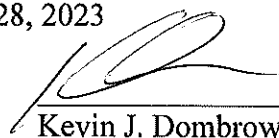
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Adopted by the Ledyard Town Council on; June 28, 2023



Kevin J. Dombrowski, Chairman

**TOWN OF LEDYARD
ASSISTANT LIBRARIAN I – ADULT SERVICES**

GENERAL STATEMENT OF DUTIES:

The Assistant Librarian I – Adult Services is responsible for the operation of one of the library buildings and also provides specialized professional services.

SUPERVISION RECEIVED:

The Assistant Librarian I – Adult Services is supervised by the Library Director.

SUPERVISION EXERCISED:

The Assistant Librarian I – Adult Services supervises the staff and volunteers in the library to which assigned.

ESSENTIAL JOB FUNCTIONS:

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

- 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 for patrons.
- Arrange interlibrary loans for patrons.
- Provide instruction and/or assistance with technology and library equipment to staff and library users.
- Interpret library policies and procedures.
- Monitor patron behavior and conduct
- Assist with staff evaluations.
- Assist with the selection of materials for the collection.
- Prepare press releases detailing adult activities and programs.
- 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, clearing patron records, 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.
- Attend continuing education workshops and conferences.
- Resolve library 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:

- Knowledge of the principles and practices of public library functions
- Knowledge of print and online resources
- 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 to communicate orally and in writing.

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 experience is preferred.

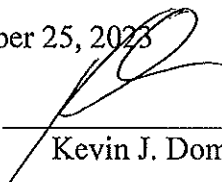
PHYSICAL DEMANDS:

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Adopted by the Ledyard Town Council on October 25, 2023



Kevin J. Dombrowski, Chairman

TOWN OF LEDYARD
ASSISTANT LIBRARIAN I – YOUTH SERVICES

GENERAL STATEMENT OF DUTIES:

The Assistant Librarian I – Youth Services proactively plans, organizes, and delivers services in the youth area at both Ledyard Public Library buildings.

SUPERVISION RECEIVED:

The Assistant Librarian I – Youth Services is supervised by the Library Director.

SUPERVISION EXERCISED:

The Assistant Librarian I – Youth Services may supervise staff and volunteers.

ESSENTIAL JOB FUNCTIONS:

- Plan, develop, and implement library programs oriented to the needs of young patrons and their caregivers
- Select new and replacement books and media materials for library acquisition
- Assist at the circulation desks to provide reader advisory services and to answer reference and informational questions
- Assist with circulation duties as needed including checking books out to patrons, discharging returned materials, entering patron data into the computer, collecting fines, clearing patron records, placing holds, and renewing items
- Provide assistance and instruction in the use of OPAC terminals and other resources used for borrowing and locating reference information
- Develop and coordinate all youth outreach programs to local schools and daycares
- Maintain records and prepare annual reports
- Assist in monitoring young library patron conduct and behavior
- Interpret library rules and policies
- Provide library resource services for parents, teachers, and others concerned with young library patrons
- Serve as a liaison with Ledyard Public Schools
- Prepare press releases detailing youth activities and programs
- Coordinate volunteers to work in youth services
- Evaluate and cull the youth collection on an annual basis
- Assist with the evaluation of staff
- Supports the Library social media presence and updates content on the Library's website in accordance with the Town's Social Media Policy

ADDITIONAL DUTIES:

- Stay informed about trends in youth library services
- Participate in community literacy programs
- Participate in professional organizations
- Attend continuing education workshops and conferences
- Conduct 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 youth 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 to communicate orally and in writing

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 youth is required, and supervisory experience is preferred.

Physical Demands:

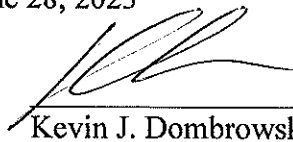
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The employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.

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Adopted by Ledyard Town Council on June 28, 2023



Kevin J. Dombrowski, Chairman

TOWN OF LEDYARD
LIBRARY TECHNICIAN II – YOUTH SERVICES

GENERAL STATEMENT OF DUTIES:

The Library Technician II – Youth Services works in conjunction with the Assistant Librarian I – Youth Services and the Administrative Assistant.

SUPERVISION RECEIVED:

The Library Technician II – Youth Services is supervised by the Assistant Librarian I – Youth Services and/or the Library Director.

SUPERVISION EXERCISED:

None.

ESSENTIAL JOB FUNCTIONS:

- Provide reference and reader advisory services to children, teens, parents, caregivers, teachers, and adults in person and over the phone
- Assist patrons in the children’s room in locating materials, using the online catalog, accessing library databases, and using library mobile applications
- Plan and perform story times and other programs as assigned
- Assist in preparing materials and activities for programs along with bibliographies, fliers, displays, and publicity for youth services
- Catalog, classify, and process materials
- Understand and able to perform all jobs related to circulation including checking out books to patrons, discharging returned materials, entering patron data into the computer, collecting fines, clearing patron records, placing holds, and renewing items
- Operate equipment as needed
- Interpret library rules and policies
- Work with staff and volunteers to shelve, shelf read, and shift in the children’s room as needed

ADDITIONAL DUTIES:

- Attend continuing education workshops and conferences as needed
- May be assigned Sunday work responsibilities
- Perform 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 youth literature
- Knowledge of the use of computers in libraries
- Knowledge of the bibliographic standards of cataloging
- At ease working with youth
- Ability to relate in a friendly and open manner with youth and caregivers
- Ability to establish and maintain effective working relationships with coworkers

Education and Experience:

Bachelor's degree preferred along with a minimum of one year library experience and the ability to work with youth

Physical Demands:

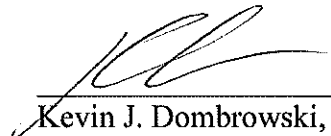
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Adopted at Ledyard Town Council Meeting on: March 22, 2023



Kevin J. Dombrowski, Chairman

**TOWN OF LEDYARD
ADMINISTRATIVE ASSISTANT - LIBRARY**

NATURE OF WORK:

This position provides administrative support to ensure efficient operation of the Library and provides technical service functions for the Library professional staff: manages the daily business affairs of the library; serves as Director's Admin Assistant; maintains library records; creates statistical, financial, and other reports; performs secretarial duties for Department Heads and other library staff; compiles informational materials; and generates reports for Library Commission.

SUPERVISION RECEIVED:

The Administrative Assistant is supervised by the Library Director.

SUPERVISION EXERCISED:

The Administrative Assistant supervises Library staff and volunteers who assist with technical services (e.g., processing of materials for circulation).

ESSENTIAL JOB FUNCTIONS:

- Maintain records of all financial transactions including preparing invoices for payment, recording payments, balancing accounts, and banking
- Compile data and prepare financial and statistical reports for Director
- Understand and oversee the proper operation of library equipment
- Assist with staff training, preventive maintenance, troubleshooting, and arrange for repairs as needed for said equipment
- Assist the Director with grant applications, including product and pricing research.
- Assist the Director and Public Works with building maintenance issues that arise
- Work with outside I.T. vendors to coordinate computer equipment/software updates and other issues
- Handle routine correspondence for the Director and other staff as needed
- Facilitate processing of library materials for circulation including book covering, labeling, property marking, repackaging, and other tasks
- Maintain records of all donations including memorial and gift book donations
- Maintain office and building supply inventory, place orders as needed, and verify receipt
- Anticipate supply needs, research vendors for the best price, and keep up with the bid/contract pricing lists from various sources
- Maintain Safety Data Sheet (SDS) notebook as required by OSHA and train staff on its use
- Distribute daily mail
- Assist with circulation duties as needed, including checking items out to patrons, discharging returned materials, entering patron data, collecting fines, and clearing patron records
- Work in other library departments when assigned

ADDITIONAL DUTIES:

- Recruit, train, and supervise library employees and volunteers who assist in technical services
- Run errands for the library
- Organize supplies, other library items, and storage areas for all staff
- Collaborate with staff on projects as needed

- Perform a variety of library clerical tasks as assigned
- Other duties as required

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QUALIFICATIONS PROFILE:

Knowledge, Skills, and Ability:

- Knowledge of and skills in utilizing computers and general office machines
- Knowledge of modern office practices and procedures
- Knowledge of library policies, procedures, and administrative practices
- Detail-oriented with good problem solving skills
- Excellent organizational, planning, and time management skills
- Proficiency in MS Office
- Ability to establish and maintain effective working relationships with vendors and co-workers

Education, Experience, and Training:

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

Physical Demands:

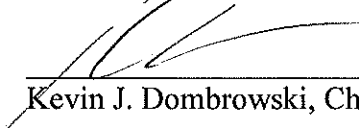
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Adopted at Ledyard Town Council meeting on: March 22, 2023



Kevin J. Dombrowski, Chairman

TOWN OF LEDYARD
LIBRARY TECHNICIAN I – REFERENCE

GENERAL STATEMENT OF DUTIES:

The Library Technician I - Reference performs reader's advisory, answers reference questions, and assists patrons with technology.

SUPERVISION RECEIVED:

The Library Technician I - Reference is supervised by an Assistant Librarian.

SUPERVISION EXERCISED:

The Library Technician I - Reference supervises the staff and the volunteers in the Assistant Librarian's absence.

ESSENTIAL JOB FUNCTIONS:

- Provide reference and reader's advisory to patrons
- Explain basic library functions, services, and resources to the public
- Perform routine 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 technology to patrons
- Track magazine subscriptions and prepare issues for circulation
- Prepare and submit monthly statistics reports
- Assist with circulation duties including checking out books to patrons, discharging returned materials, entering patron data into the computer, collecting fines, clearing patron records, placing holds, and renewing items
- Assist patrons in the use of the ' copier, printers, and other equipment
- Oversee the return of materials 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 library equipment malfunctions
- Assist with programming as needed
- Keep informed of current events and developments in the library field
- Maintain current knowledge of library technology
- May be assigned Sunday work responsibilities
- 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 library experience. A Library Technology Certificate is a plus.

Physical Demands:

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Adopted by the Ledyard Town Council on; June 28, 2023



Kevin J. Dombrowski, Chairman

**TOWN OF LEDYARD
LIBRARYASSOCIATE**

GENERAL STATEMENT OF DUTIES:

The Library Associate will provide assistance to the public at the library circulation desk and by telephone.

SUPERVISION RECEIVED:

The Library Assistant *Associate* is supervised by an Assistant Librarian or by a Library Technician I in the Assistant Librarian's absence.

SUPERVISION EXERCISED:

The Library Associate does not have supervising responsibilities unless they are the Sunday Supervisor.

ESSENTIAL JOB FUNCTIONS:

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

- Greet and serve patrons as they come into the library.
- Understand and use the library's computerized circulation system to check out items to patrons; check in returned materials; place holds and renew materials as needed; register new patrons; update expired cards and make changes as needed; collect money; clear items from patron records as necessary; and prepare materials returned from other libraries for transit.
- Answer the telephone and provide routine information or refer and transfer calls.
- Answer directional, policy, and procedural questions.
- Refer reference and informational questions as well as questions about the use of library materials to Assistant Librarians.
- Assist patrons in the operation of photocopiers and printers; resupply equipment with paper and toner as needed.
- Notify patrons when a requested item has arrived.
- Shelf materials when necessary and shelf read assigned collections

Additional Duties:

- Assist with library programs as needed.
- Provide assistance and instruction in the use of the online catalog.
- Assist with monitoring patron behavior and conduct.
- Perform routine catalog maintenance and book processing such as deleting holdings or preparing materials for circulation.

- Assist patrons with basic computer questions when asked.
- Assist with opening and closing procedures.
- May be assigned Sunday work responsibilities.
- Other duties as required

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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 coworkers

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.

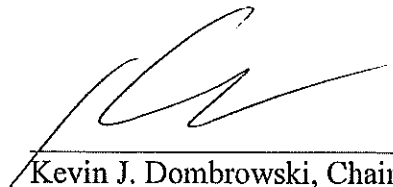
PHYSICAL DEMANDS:

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 disabilities to perform the essential functions.

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

*******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 job requirements change.*******

Adopted by Ledyard Town Council on October 25, 2023.



Kevin J. Dombrowski, 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

******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 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:

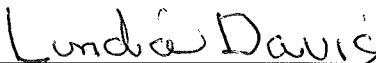
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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 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:

- 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
- 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

**TOWN OF LEDYARD
CUSTODIAN**

NATURE OF WORK:

The Custodian is responsible for the general cleaning of the interior of various Town of Ledyard buildings.

SUPERVISION RECEIVED:

The Custodian is supervised by the Mayor or his designee. The hours of work will be specified by the supervisor.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES:

The duties of the Custodian include daily and scheduled housekeeping including, but not limited to: vacuuming carpeted floors; washing tile floors; cleaning restrooms and filling restroom supply dispensers; dusting display cases, televisions, computers, pictures, tables and book shelves; cleaning desk tops as specified; sanitizing telephones; dusting window blinds; cleaning windows; emptying trash receptacles; removing all trash from building and placing in dumpster. The Custodian may be required to do miscellaneous yard work, keep walkways and stairs clear of debris, and to do basic repair work and other duties as may be assigned for the maintenance of buildings. Must provide own transportation in the conduct of duties.

Library Custodian: The Library Custodian is also responsible for delivering materials including books and cleaning supplies between libraries, and for keeping the front walks and stairs swept. The Library 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.

The duties listed above are intended only as illustrations 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:

Must not have a criminal record and must pass a police background investigation. Must have the ability to perform the above duties.

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 accommodations 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: hear; speak; stand;

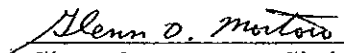
The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

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 co-workers in every day stressful and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

LICENSE OR CERTIFICATE: Valid motor vehicle operator's license.

****** 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 October 25, 2000


Glenn O. Mortoro, Chairman