



TOWN OF SWAMPSCOTT

MARYANNE MCMASTER
EMPLOYEE EXPERIENCE MANAGER

HUMAN RESOURCES DEPARTMENT

KERRI ROBERTS
BENEFITS COORDINATOR

ELIHU THOMSON ADMINISTRATION BUILDING
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

JOB DESCRIPTION

TITLE: Reference Librarian and Adult Programmer

DESCRIPTION: Librarian performs professional reference services and adult programming services to the community of Swampscott under the supervision of the Library Director and the Head of Reference. Responsible for collection development of the non-fiction area, programming and instruction, cataloging and outreach services. Cooperate with other libraries in NOBLE and beyond on programs and initiatives. Train, direct, assist and guide pages and volunteers in the performance of their duties. Attend professional conferences, read attend professional conferences, read professional literature, participate in professional development workshops/seminars and attend consortium and statewide meetings. Attend staff meetings and workshops and keep abreast of library programs and activities. Perform related duties as required. In this role you may also be asked to cover shifts in either Circulation or Youth Services.

REPORTS TO: Library Director

WORK HOURS: 35 hours a week; performed Saturday – Friday, with rotating Saturdays from September – May, and one evening shift per week.

SALARY: \$23.6748 per hour with 8 steps; full-time, benefited union position with SEIU.

FLSA STATUS: Non-exempt

QUALIFICATIONS:

1. Master's degree in Library and Information Science from an accredited ALA program required
2. Previous library experience, 1-3 years desired by not required
3. Positive attitude toward public service work
4. Punctuality and dependability

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Supervisory Duties:

- Train, direct, assist and guide pages, and volunteers in the performance of their duties
- Responsible for opening and closing the building in the absence of a Department Head or Administration.

Reference Services:

- Assists patrons in finding information and using reference tools and databases
- Participates in book selection and ordering for the reference, nonfiction, and online collections
- Assists in weeding outdated materials from the reference, adult non-fiction, and other collections as needed
- Assists patrons with library computers
- Teaches patrons how to use all the facilities of the library
- Answers reference questions by phone, mail, and email
- Represents the library at network meetings

Adult Programming Services:

- Plan, implement, promote, and evaluate programming for adults
- Coordinate with local organizations and businesses for events and partnerships
- Assists with the development of new services to reach underserved populations
- Apply for grant opportunities and locate alternative funding for programming and events

Other Duties:

- Prepare necessary reports and collect statistics for annual reporting and as a guide for future planning
- Organize book box delivery program
- Participate in NOBLE meetings and learning opportunities
- Attend library meetings and participate in professional activities
- Participate in the planning of intergenerational programs and relevant displays
- Assist with social media and digital promotion creation
- Perform related duties and responsibilities as required

SUPERVISION RECEIVED

Under the general supervision of the Library Director and Assistant Director.

SUPERVISORY RESPONSIBILITY

The employee may be required to supervise volunteers and pages. Employee may also act as a Department Head.

KNOWLEDGE, ABILITIES, AND SKILLS

Abilities: Ability to move and lift library materials up to 50 pounds, with assistance if necessary, from one location to another. Ability to handle minute detail and repetitive tasks. Accurate typing and word processing skills. Ability to handle situations with tact, courtesy, initiative, resourcefulness, good judgment and punctuality.

Skills: Great customer service and interpersonal skills. Highly motivated and able to work independently. Understanding of the principles and practices of library systems and programs. Understanding of library classification and selection techniques. Knowledge of and interest in adult literature and reader interest levels. Ability to plan, implement, and evaluate adult programs. Ability to perform reader's advisory for all ages of patrons. Professional knowledge of library

operations, policies and procedures. Ability to communicate effectively, both verbally and in writing. Capacity to establish positive public relations for the library and the Town. Skilled in adapting to new technologies and methodologies. Ability to fairly and tactfully explain library policies and satisfactorily resolve any problems resulting from those policies. Ability to work effectively as a member of a team. Ability to continually balance the competing needs of large numbers of library users. Knowledge of the Evergreen system is a plus.

WORK ENVIRONMENT

Employee performs work in a municipal, public library setting subject to frequent interruptions. The facility can get unusually busy and relatively noisy on occasion.

OCCUPATIONAL RISK

Duties of the job present little potential for injury to the employee.

PHYSICAL AND MENTAL 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 accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Lift and/or move library materials up to 50 pounds.

Motor Skills: Sustained periods of moving around three floors.

Visual Demands: Position requires the employee to constantly read documents and computer screens for sorting and categorizing purposes. The employee is rarely required to determine color differences.

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