

## TOWN OF NORTH BRANFORD

### Position Description

#### LIBRARIAN

**CLASSIFICATION:** Technical Positions  
**GRADE:** T-2

**LOCATION:** Library Department

**GENERAL PURPOSE:** This position is responsible for professional and technical work in one or both of the Town's public libraries. The individual will be involved in reference, circulation, materials selection, cataloging, and other related duties.

**Supervision Received:** Duties are performed under the general supervision of the Library Director. A Librarian will often be required to work independently.

**Supervision Exercised:** Provides immediate supervision of Library Assistants and Library Pages.

**Essential Duties and Responsibilities:** Serves the public by identifying patron needs and searching for appropriate materials and information. Assists the Library Director in selecting all types of library materials for children and/or adults. Performs a variety of circulation functions in both adult and children's departments. Maintains quality collections through regular weeding of unused or outdated titles. May perform secretarial duties such as typing orders and entering requisitions. Trains and supervises assistants in their duties. Depending on the department assignment, may be required to: Plan and carry out special programs such as story hours; Catalog and classify library materials, and perform other technical services; Attend meetings of library organizations at other locations in Connecticut; Supervise one or both libraries in the absence of the Library Director.

#### **DESIRED MINIMUM QUALIFICATIONS:**

**Education, Experience, and Training:** Bachelor's Degree with one year of responsible library experience, or an equivalent combination of education and experience.

**Knowledge, Skills and Abilities:** Knowledge of modern principles and practices of library organization and operation. Knowledge of library materials and methods including reference, computer operations and cataloging. Ability to read at a college level, write clearly, and speak fluently in English. Ability to work independently, exercising discipline and professional judgement. Ability to operate computers and other office equipment.

**Physical Demands:** Physical demands described here are representative of those that must be met by the 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 position, the Librarian must have the ability to communicate effectively orally, in writing and by listening, in the activities of speaking, providing instructions, conversation, and in notes, memoranda, correspondence and reports. Duties include assisting customers in their use of the library and physically locating and obtaining information and materials throughout the library of a wide variety of sizes and shapes, walking and standing for extended periods and carrying a reasonable selection of materials (weighing up to 10 pounds) between places where they are stored and places where they are used.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing 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 Librarian regularly works inside one of the Town's two public libraries. Other local and out-of-town facilities are used for meetings, the coordination of library functions, and training. The equipment used includes computer terminals, personal computers, peripheral devices and software applications such as the customer service data base, local and regional inventory management systems, computer based indexes, various reference sources, word processing and financial accounting systems. Other types of commonly available contemporary office equipment are also used.

**Selection Guidelines:** Formal application, rating of education and experience, oral interviews (possibly with a written component), and reference checks.

**The duties listed above are intended 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.**

**The job description does not constitute an employment agreement between the employer and employee.**

Revision History: October 2, 1979

Date of Town Council Approval: October 7, 1997 Effective Date: October 7, 1997

**NORTH BRANFORD IS AN EQUAL EMPLOYMENT/AFFIRMATIVE  
ACTION EMPLOYER**