



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

DEPARTMENT OF ADMINISTRATIVE SERVICES

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Professional Librarian – Temp PT (Public Library)

QUALIFICATIONS: MS degree in Library Science or significant progress toward completion; formal training and demonstrated competence in technologies used by libraries and experience with computers is required. Organizational skills and effective communication skills are required.

Specific job qualifications are listed in the job description attached.

HOURS: 12.00 hours a week (to include evening and weekend shifts).

SALARY RANGE: \$23.00

BENEFITS: None.

POSTING DATES: From: May 31, 2016
To: June 14, 2016

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office at the Town Hall located at 1009 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is a PRRB Addendum D position.

Position Purpose:

Provides highly professional service to insure that Library users of all ages receive the information and services they need. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below 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.)

- Maintains and develops materials collections as assigned.
- Provides reference service, both ready reference and in-depth research, and interlibrary loans for all ages in Library departments as assigned.
- Provides reader's advisory services for all ages in all Library departments as assigned.
- May plan and conduct programs, displays, bibliographies, and other activities to encourage use and knowledge of library materials and to foster lifelong learning.
- May supervise all library personnel in the absence of the Library Director.
- Keeps current in library profession through professional literature; membership and participation in professional organizations; and/or online communities.
- Performs other duties of a similar nature and complexity as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Master's Degree in Library Science or significant progress toward completion. Formal training and experience with computers and library systems is required. Effective organizational skills and excellent communication skills are required. Previous Library experience is required.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of professional library work; and thorough knowledge of the management and organization of library operations including collection development and administration. Working knowledge of computerization and appropriate library applications.

Ability: Ability to work with library patrons and staff in a friendly, efficient manner. Ability to establish and maintain working relationships with organizations, departments and officials. Ability of leadership, independent judgment, initiative and decision-making. Ability to plan, implement, and evaluate effective library services and strategies and ability to coordinate and prioritize tasks to meet deadlines. Ability to deal with all members of the public in a courteous and tactful manner. Ability to supervise staff in an effective and supportive manner. Ability to listen and communicate effectively. Ability to learn and use computerized library catalog system and related equipment. Ability to operate standard office equipment.

Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills and interpersonal and problem-solving skills.

Physical Requirements:

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

Regularly required to walk, stand, sit, talk, and hear; stoop, kneel, crouch or crawl; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 30 pounds, but usually less. Must be able to communicate.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative to independently perform duties, complete assigned tasks, supervise staff, and analyze the facts or circumstances surrounding individual problems. Serves as building supervisor in the absence of the Library Director.

Supervision Received: Work is performed under the supervision of the Library Director and his/her designee.

Supervision Given: May supervise all Library Clerical Assistants and Library Pages in the absence of the Library Director.

Job Environment:

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, other libraries, schools, town departments, the Merrimack Valley Library Consortium, community groups. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to some department-related confidential information, including patron records.
- Errors could result in reduction in the level of library service and have legal and/or financial repercussions for the town.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)