

Rockingham Free Public Library

Job Description

Job Title: Library III - Reference Services and Historical Collection Librarian

Grade: 9

Department: Adult Services

Supervisor: Library Director

Job Class: Permanent, Full Time, Hourly, with Health Benefits, Sick and Vacation Leave

Job Summary:

Works directly with individuals served by the library. Responsibilities include overseeing reference services, Historical Collection, network and technology administration, development of innovative library services, collection development, staff technology and reference service training, and circulation desk duties. This is a 35 hour position, to include some evenings and Saturday shifts. Compensation is commensurate with experience and education.

Primary Functions:

1. Provides reference services, including readers' advisory and genealogical research assistance.
2. Develops sections of the collection including non-fiction, reference, periodicals and media.
3. Oversees all functions of the Historical Collection including working with the Historical Collection Committee, donor relations, fundraising, grant seeking, cataloging, rehousing, preservation, provision, planning, display and outreach.
4. Maintains all computers and oversees network operation, software and hardware within the library for both staff and patrons.
5. Trains library employees on technology and software.
6. Administers integrated library system including interfacing with ILS consortium and vendor for customization and troubleshooting.
7. Promotes library reference services by preparing information for handouts and website.
8. Promotes library reference services by providing training to staff and the public.
9. Works as a liaison with area organizations such as historical society, schools and special interest groups to promote services and collections and encourage library use.
10. Works regularly scheduled shifts at the circulation desks.

Other Functions:

1. Attends library staff meetings to coordinate activities and exchange information.
2. Recommends goals and methods to improve library services, responsible for awareness of best practices in public libraries, developments in library service, advises Director on library policy regarding adult services, historical collection and technology.
3. Attends various trainings and meetings of community organizations as requested by the Director or as needed to achieve the goals of the library, contributing to state and regional library community knowledge and information sharing.

4. Seeks continuing educational opportunities through state and other professional organizations.
5. Assists with fundraising activities and grant writing.
6. Assists patrons with computer use and other equipment as needed.
7. Collects statistics and provides reports on library usage.
8. Performs other tasks as assigned.

Job Standards and Accountability:

1. Work is prioritized appropriately, including direct services, planning, data entry, and paperwork to meet deadlines and keep files current.
2. The library is represented in a positive manner to library users and others in the community. All information provided to the media must be approved by the Director.
3. There is regular communication with the Director regarding non-routine issues.
4. There is full participation with the team of library supervisors and collaboration with other library staff.

Working Conditions / Physical Requirements:

Majority of work is performed in the library, with occasional travel to attend library workshops or conferences. A flexible schedule will be needed in order to attend evening meetings or workshops, and to accommodate changes due to staffing issues.

Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and understand information from microforms and PC monitors and the manual dexterity necessary for the regular use of PCs; ability to stoop, twist, turn and move materials in the library; ability to lift moderate weight up to 50 pounds in the handling of library materials; ability to push carts, bins and book trucks loaded with library materials weighing up to 100 pounds.

Qualifications:

1. BA degree or Vermont Public Library Certification required, MLS preferred.
2. Library experience and knowledge of the principles and practices of public library functions.
3. Excellent oral and written communication skills and attention to detail.
4. Ability to multi-task in a busy library setting.
5. Ability to work flexible hours.
6. Ability to work independently and as part of a team, with strong organizational & interpersonal skills.
7. Ability to utilize social media and other tools for online promotion and library services delivery.
8. Knowledge of the needs and abilities of library patrons, available library materials, and services.
9. Ability to present ideas, provide instruction, and to present historical and technology programs and other presentations.
10. Knowledge of current technologies, integrated library systems and internet searching.
11. Knowledge of current and emerging library technologies including OPACs, federated search and discovery tools.
12. Ability to interpret needs and design/create appropriate working software and hardware solutions according to library needs.
13. Proficiency with all Office and Adobe Creative Suite applications.

14. Proficiency in programming languages and the ability to learn new languages as needed.
15. Ability to create and maintain technical documentation as needed.
16. Ability to create, maintain and troubleshoot network and communication systems.
17. Technical proficiency managing Microsoft Windows networks, security and firewall systems.
18. Ability to perform data and configuration backups to various storage media.

Updated: January 26, 2016