



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE: Chief Information & Adult Services Librarian

DEPARTMENT/DIVISION: Legislative Department/Board of Library Trustees Division

PAY GRADE/HOURS: Grade T13
35-hour work week

UNION: Local 3851/Professional and Technical

POSITION SUMMARY: Under supervision of the Library Director and Assistant Director, the Chief Information & Adult Services Librarian assumes responsibilities which require independent judgment and utilization of all information and adult services knowledge. Will supervise all other Reference & Information Department staff. Will assume responsibility for the Library in the absence of the Library Director and Assistant Director, and does related work as required.

DUTIES & RESPONSIBILITIES:

- Provides effective and accurate reference and information services and readers advisory services; oversees the processing of interlibrary loan requests.
- Monitors the computer lab and assists with printing; provides troubleshooting with computer equipment as needed.
- Supervises all department staff, including evaluations.
- Establishes short term and long range goals, objectives, and activities for the department, in consultation with the Library Director.
- Keeps statistics on reference and department use.
- Oversees the selection of reference and nonfiction materials; oversees the maintenance of the library's overall collection including performing regular weeding of materials in compliance with the library's collection development policy.
- Oversees the management of special collections, including local history and microfilm; recommends and implements best practices for preservation of materials.
- Plans and implements programming for adults based on the assessed needs of the community. Programs may include technology training, job skills training and health instruction.
- Plans and implements public relations and outreach for the department; prepares and distributes public relations materials; develops relationships with local agencies and businesses.
- Attends workshops and professional meetings.
- Performs and supervises, reference department cataloging and database inputting.
- Performs other duties as required.

QUALIFICATIONS: A Master's Degree in Library Science from an ALA accredited school; experience in a public library reference department, preferably in a supervisor capacity; knowledge and understanding of basic principles of library organization and philosophy; excellent knowledge of reference and information resources; ability to use computers easily in a wide range of library applications.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES: Excellent communication skills, orally and in writing; excellent organizational and time management skills; able to meet people easily; comfortable in supervision and evaluating people; flexibility, tact, and excellent judgment. Able to lead or to be a part of a team.

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 required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

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.