

NEW MILFORD PUBLIC LIBRARY

Public Services Librarian - October 2021

The New Milford Public Library is seeking a dynamic and creative Public Services Librarian to join our team of dedicated professionals. Responsibilities include but are not limited to supervising, training, and scheduling circulation staff; developing and implementing diverse informational, educational, and recreational programming for adults; assisting with adult collection development; promoting readers' advisory services; and assisting at public service desks. Qualified candidates will be committed to customer service with a goal of excellence and will have a record of working collaboratively as part of a library team.

A Master's Degree in Library Science from an accredited college or university is required with supervisory experience and a minimum of two years' experience at the Master's level. Programming experience preferred. Fluency in Spanish and/or Portuguese a plus. Individuals currently enrolled in a graduate level Library Science program with equivalent experience will be considered.

This is a full time exempt position (40 hrs/wk) that includes some evenings and weekends. Flexibility is required to accommodate programming. Salary: \$69,762 with an attractive benefits package.

The New Milford Public Library is centrally located on a busy Town green and is currently undergoing a major renovation. The updated building is scheduled to re-open to the public with expanded services in January of 2022.

Interested and qualified candidates should send a resume and cover letter along with a completed Town of New Milford employment application by November 15th to: Greg Bollaro, Personnel Director, Town of New Milford, 10 Main Street, New Milford, CT 06776 or gbollaro@newmilford.org. For a job description and to access the employment application, go to <https://bit.ly/30fqmqx>.

PUBLIC SERVICES LIBRARIAN

JOB SUMMARY

Department: Adult Public Services.
Schedule: Full time position. Includes evening and weekend hours.
Employment status: Exempt, salaried department supervisor.

GENERAL STATEMENT OF DUTIES

Manages all aspects of the public services department.
Develops, plans, and executes programming that promotes library materials, facilities and services for adults.

SUPERVISION RECEIVED

Works under the direction of the Library Director.

SUPERVISION EXERCISED

Selects, trains, schedules and evaluates Public Services Assistant, Associates, and Library Pages.
In the absence of the Director is responsible for the operation of the Library as provided in the table of organization.

MAJOR DUTIES

Supervises all adult circulation desk activities and services

- Creates and maintains staff training manual for circulation services
- Develops and implements all circulation policies and procedures
- Stays current with changes to integrated library system (ILS). Trains and informs staff
- Provides diverse informational, educational, and recreational programming of interest to a broad range of the adult community with special attention to underserved populations
- Develops partnerships and cooperative programming with town departments and community organizations to extend library outreach
- Develops promotional materials for programming. Participates in social media posting relevant to adult programs and services and for purposes of outreach and engagement of library users
- Establishes evaluative mechanisms for programs; reviews and responds to results
- Develops and implements program policies and procedures
- Participates in materials selection, as assigned by Director. Evaluates the effectiveness of assigned collections and establishes annual collection development and weeding plans
- Works with other agencies and educational institutions to promote library services to adults
- Promotes library and community resources using displays, brochures, and media presentations
- Seeks innovative ways to promote adult literacy in the community
- Plans and supervises adult readers' advisory services
- Assists in the revision of the 5-Year Plan by developing appropriate long-range goals for the Department
- Prepares the budget for public services, including materials, personnel, and capital items following specified procedures, making appropriate adjustments during the budget-approval process
- In coordination with the Director, researches and selects corporate and foundation grant sources
- Prepares appropriate applications for grant funding proposals
- At the request of the Director, attends meetings to speak on areas related to professional expertise
- Provides customer service with a goal of excellence

MINOR DUTIES

- Compiles and analyzes circulation data. Prepares monthly circulation statistics
- Maintains program statistics in accordance with State requirements and in response to needs of Director. Prepares monthly program statistics

New Milford Public Library Public Services Librarian Job Description

- Works at public service desks as required
- Contributes content to the Library newsletter
- Participates in appropriate professional activities
- Schedules use of meeting spaces and enforces regulations
- Monitors community and library bulletin boards
- Assists Director with FRIENDS of the Library activities
- Performs other duties as required

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

REQUIREMENTS AND QUALIFICATIONS

Knowledge and Ability:

- Strong interpersonal, communication, and leadership/management skills
- Initiative, a strong service-oriented attitude and an ability to interact effectively with the public.
- Knowledge of Windows or other graphical interface applications
- Knowledge of integrated library systems
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions.
- Ability to lift and carry documents, office equipment weighing up to 20 pounds, and books on and off site
- Possession of a valid driver's license

Experience: Supervisory experience and a minimum of two years' experience at
Master's level
Experience with adult programming preferred

Education: ALA accredited MLS required

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Approved by Library Board of Trustees: 2/26/2014
Revised: 10/20/2021