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
Salary: $22/hour minimum

Job Summary:

Serves library patrons effectively on a daily basis. Responsibilities include overseeing reference services, management of the Historical Collection, network and technology implementation and management, development of innovative library services, collection development, staff technology and reference service training, and circulation desk duties. This is a FULL-TIME position (minimum 30 hours per week), and may include some Saturday shifts. Compensation is commensurate with experience.

Primary Functions:

1. Provides reference services, including readers’ advisory and genealogical research assistance.
2. Collection development, including non-fiction, reference, and media.
3. Manages the Historical Collection including working with the Historical Collection Committee, donor relations, fundraising, grant seeking, cataloging, rehousing, preservation, planning, display and outreach.
4. Maintains public and staff computers and oversees network, software, and hardware within the library.
5. Trains library employees on technology and software; ensures minimum basic technology skills among all employees.
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 with local organizations such as historical societies, schools, and special interest groups to promote services and collections.
10. Works regularly scheduled shifts at the circulation desks.

Other Functions:

1. Recommends goals and methods to improve library services, maintains awareness of best practices in public libraries, developments in library service, and advises Director on library policy regarding reference services, historical collections, and technology.
2. Attends various trainings and meetings of community organizations as, and contributes to state and regional library communities.
3. Seeks continuing educational opportunities through state and other professional organizations.
4. Assists with fundraising activities and grant writing.
5. Assists patrons with computer use and other equipment.
6. Collects statistics and provides reports on library usage.
7. 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.
3. 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 30 pounds in the handling of library materials; ability to push carts, bins and book trucks loaded with library materials weighing up to 100 pounds. Reasonable accommodations will be provided as needed.

Qualifications:

1. Significant library experience and/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 effectively both independently and as part of a team.
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 and provide instruction in areas of responsibility.
11. Knowledge of current and emerging library technologies such as OPACs and discovery tools.
12. Ability to interpret library needs and develop effective software and hardware solutions.
13. Proficiency with enterprise software packages (e.g., MS Office and Adobe Creative Suite).
14. Ability to create and maintain technical documentation as needed.
15. Ability to create, maintain and troubleshoot network and communication systems.
17. Ability to perform data and configuration backups to various storage media.