

TOWN OF NORFOLK, MASSACHUSETTS
JOB DESCRIPTION FOR TECHNICAL SERVICES LIBRARIAN

DEPARTMENT: Library

POSITION: Part Time Technical Services Librarian – 16 hours per week

NATURE OF WORK:

The candidate selected for this position will be responsible for cataloging and processing all new library materials, as well as organizing & maintaining the library's collections. This position will also provide assistance and support to staff at the Circulation Desk as needed. This is a detail-oriented job which requires the ability to follow library policies and procedures, and have the skills to use the automated circulation system in a fast-paced environment.

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.)

DUTIES & RESPONSIBILITIES:

- * Organizes and catalogs all incoming library materials for the adult, young adult and juvenile collections. Processing items for the special collections are also included (local history, seed library, Stuffbrary, etc.)
- *Creates and catalogs new collections at the direction of Department Heads.
- * Performs circulation duties as needed: charges and discharges library materials (including holds and renewals), issues library cards, and explains library policies and procedures to the public.
- *Assists patrons in the use and location of library materials, and recommends appropriate material to library users.
- *Oversees mending and rebinding of worn or damaged materials.
- *Requests cataloging assistance and edits through SAILS central cataloging.
- *Enters holding information into SAILS cataloging module, creates records in SAILS serials module, and removes records from the SAILS system when items are lost or discarded.
- *Helps with current periodical collection, and assists with ordering new periodicals and maintaining subscriptions.
- *In charge of discarding outdated periodical collection.
- *Represents the Library at SAILS Technical Service Committee meetings.
- *Supervises volunteers who assist with technical processing; orients and trains staff on any new cataloging procedure that affects checking out materials.
- * Other duties and projects as assigned.

EDUCATION & EXPERIENCE:

For appointment as a Technical Services Librarian, a Bachelor's degree or higher is required. Previous library experience is preferred.

KNOWLEDGE, ABILITY, & SKILLS:

- Understanding of library organization and classification schemes.
- Knowledge of AACR standards for bibliographic description.
- Ability to relate effectively and harmoniously with library patrons and staff.
- Knowledge and familiarity with current literature and reading interests.
- Prior experience with, or ability to master automated circulation system. (Workflows)
- Understanding and familiarity with technology, such as e-readers, tablets, smartphones, internet browsers, etc.
- Must have the following skills: attention to detail, capability to work independently and the ability to complete tasks in a timely and accurate manner.

*SUPERVISORY CONTROLS & CONFIDENTIALITY:

The Technical Services Librarian works under the general direction of the Library Director. Employee plans and prioritizes work in accordance with standard procedures and previous training and is expected to solve problems by adapting methods or interpreting instructions. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadline, or priorities. Technical and policy problems or changes in procedures are discussed with the supervisor, but ordinarily the employee plans and performs work independently in conjunction with fellow Technical Services Librarian. Employee also has access to confidential patron records.

PHYSICAL REQUIREMENTS:

Moderate physical effort is necessary to carry out this job and standing for extended periods of time is essential; also includes intermittent walking, bending, standing, and reaching. Must have the ability to operate a keyboard and other office equipment at efficient speed; may have to lift materials weighing up to 30 pounds. Specific vision abilities required by this job include close vision, distant vision, and ability to adjust focus.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and the requirements of the job change.) Updated
6/2019*

Town of Norfolk is an Equal Opportunity/Affirmative Action Employer



TOWN OF NORFOLK

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____