

Town of Southington

NOTICE OF VACANCY

June 8, 2022

POSITION: Assistant Director/Head Reference Librarian
LOCATION: Southington Public Library and Barnes Museum
UNION: UPSEU 424-11 (Supervisors)
SALARY: \$80,739; 35-hour workweek

OVERVIEW OF THIS POSITION:

This is a professional, administrative, and technical position assisting the director in planning, organizing, directing, and coordinating the operations and services of the library.

MINIMUM QUALIFICATIONS – SEE INCLUDED JOB DESCRIPTION FOR FULL LIST:

1. Master of Library Science degree from an accredited ALA institution.
2. Five years' experience in professional public library work.
3. Three years' experience in supervisory role.
4. Proficiency in the use of computer technologies and Integrated Library Systems, with ability to learn and use specialized computer software and hardware.

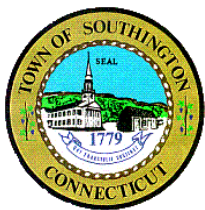
APPLICATION PROCEDURE & CLOSING DATE:

Complete the online application at: <https://www.applitrack.com/southingtonschools/onlineapp/default.aspx>

Closing Dates

Department: n/a
Union: n/a
External: 6/26/23

AN EQUAL OPPORTUNITY EMPLOYER



Town of Southington

Southington Public Library and Barnes Museum

Assistant Director/Head Reference Librarian

Job Description

Job Title:	Assistant Director/Head Reference Librarian
Department:	Southington Public Library and Barnes Museum
Reports to:	Director of the Southington Library and Barnes Museum
Revised:	May 2023

SUMMARY:

This is a professional, administrative, and technical position assisting the director in planning, organizing, directing, and coordinating the operations and services of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directs library operations in the absence of the director.
2. Approves purchases in absence of director.
3. Maintains and promotes the characteristics of excellent customer service to members of the public, and in assigned area of responsibility.
4. Plans, recommends, and executes changes in organization methods and procedures for improvement in efficiency and service to the public.
5. Assists in preparation and monitoring of budgets and expenditures.
6. Assists in creation, coordination, and implementation of long and short-range programs and projects.
7. Research, conducts, and reports on specific projects related to the library.
8. Assists in the development, monitoring, and implementation of the library long range plan.
9. Develops and monitors library technology plan.
10. Participates in preparation of grant documents for special funding, monitors grant activities.
11. Keeps informed of developing trends in the provision of library services and in community and professional organizations.
12. Represents the library in civic, educational, and library affairs of the Town, as needed.
13. Oversees the development and management of the library policy and procedure manual.
14. Schedules and supervises the reference staff, and covers the reference desk, as needed.
15. Responsible for directly and regularly supervising work of the reference staff.
16. Takes a teamwork approach to the job by cooperating with others, offering to assist others, and considering larger organization or team goals rather than individual concerns.
17. Builds morale and encourages team members to be committed to the goals and objectives of the library.
18. Reads, analyzes, and interprets professional journals, technical procedures, government regulations, etc.
19. Writes reports, business correspondence, and procedure manuals.
20. Analyzes the needs of the library and evaluates the services provided/offered.
21. Develops and utilizes advanced search methodologies.
22. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Education & Experience

1. Master of Library Science degree from an accredited ALA institution.
2. Five years' experience in professional public library work.
3. Three years' experience in supervisory role.
4. Proficiency in the use of computer technologies and Integrated Library Systems, with ability to learn and use specialized computer software and hardware.

Additional Qualifications

1. Performs research and functions independently.
2. Strong verbal and written communication skills with a high degree of attention to detail.
3. Flexible with ability to adapt to interruptions and organizational changes.
4. Remains calm in stressful situations.
5. Provides exceptional customer service to all patrons.
6. Availability to work nights and weekends, as needed.
7. Sets priorities and meets deadlines.

PHYSICAL DEMANDS:

1. Ability to sit and stand for extended periods.
2. Ability to push, pull, and lift objects up to 25 pounds.

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. Must be able to sit and/or stand for extended periods of time.

EVALUATION:

Performance to be evaluated annually by the Director of the Southington Library and Barnes Museum.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned.