

Position Purpose:

Performs administrative, and professional librarian tasks providing general assistance to library patrons related to the daily operation of the library and performs Business Manager functions. Performs all other related work as required.

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.)

- Prepares accounts payable, matches invoices and process for Library Trustees to review and sign; submits to Town Accountant.
- Reconciles budget reports for accuracy and troubleshoots to find existing errors so appropriate action can be taken to correct errors.
- Balances receipts of donations and submits to Treasurer for deposit.
- Assembles information to assist with department budget and assists with preparation of state aid applications and grant budgets.
- Orders all library supplies and equipment.
- Manages service contracts. If a malfunction occurs with equipment, identifies problem so correct service provider is contacted.
- Processes periodical renewals and handles problems regarding delivery issues.
- Provides information and assistance to library patrons. Utilizes automated system, new technologies, electronic equipment, and on-line resources in the performance of duties. Assists readers in location of books, periodicals, and other materials in person and over the telephone.
- Registers borrowers and charges/discharges books in accordance with department procedures.
- Provides information and assistance to library patrons, provides instructions on the effective use of reference materials, including online databases, copier, scanner, and library computers.
- Provides training to the public on a variety of electronic device, software, and applications. Utilizes automated system, new technologies, and electronic equipment. Trains other library personnel and patrons in automated procedures.
- Manages outreach programs to schools and to homeschooling families. Acts as a resource to local community organizations. May develop cooperative programs and promotions with local schools to promote youth reader services and programs.
- Schedules both planned and unplanned maintenance appointments.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Liberal Arts or a related field; one to three years prior work experience preferable in the library field; or an equivalent combination of education, training and experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of library science, services, policies, and procedures. Knowledge of research techniques to learn reader interest levels, awareness of publisher and dealer practices and methods of library supply resources. Working knowledge of building maintenance and accounting.

Ability: Ability to obtain competitive quote and bids from vendors for equipment and services providers. Ability to research information for a wide variety of library users through published reference materials and electronic databases. Ability to interact in a positive and effective manner with employees and the public and to work independently.

Skill: Proficient computer skills. Excellent organizational, interpersonal and customer service skills. Excellent oral and written communication skills. Excellent financial and accounting skills.

Physical Requirements:

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, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the administration of the library and in the development and delivery of library services to meet individual and community needs.

Supervision Received: Works under the direction of the Library Director.

Supervision Given: None.

Job Environment:

- Work is performed under typical office and library conditions and work environment is moderately noisy. On call 24/7 for emergency services for any building problems.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with staff, Town Accountant, Treasurer, vendors, and contractors, and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to department confidential information.
- Errors could result in delays or loss of services, poor public perception of the library, and financial and/or legal repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer