



TRURO PUBLIC LIBRARY TECHNICAL SERVICES/CHILDREN'S ROOM

Position Purpose:

The purpose of this position is to perform para-professional librarian functions responsible for the planning, execution of a variety of children's programs, and staff the circulation desks and to serve as primary contact with library patrons and visitors.

Performs all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature in a wide variety of areas which involve the exercise of judgment and initiative.

Supervision Received: Work is performed under the general supervision of the Library Director and Assistant Director; the employee is familiar with the work routine and uses initiative in carrying out responsibilities.

Supervision Given: Is one of several people who instruct and supervise volunteers.

Job Environment:

Work is performed under typical library conditions; the noise level is moderate at times and conditions can be very busy. Will require evening and weekend work, along with a flexible schedule when necessary to assist with staffing.

Operates library automation system, scanners, telephone, printer, fax machine, copier, calculator, typewriter, and other standard office equipment. Must be proficient in typing and word-processing software.

Employee has almost constant contact with the public and library staff and has less frequent but significant contact with community groups, regional libraries, schools, and town employees.

Contacts are primarily in person, by telephone, or by email.

Has access to confidential patron records.

Errors could result in monetary loss, reduced levels of service, confusion, and delay in the provision of services and could have legal and/or financial repercussions for the town.

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.)

Responsible for the planning, execution, and cleanup of a variety of children's programs and activities, including Summer Reading activities.

Assists the Assistant Director with scheduling Youth Services programs. Keeps track of library children's activity calendar.

Manages all aspects of the Serials Collection. Within budgetary constraints, selects serials and decides which will be withdrawn. Maintains the integrity of the Truro Serials records in the CLAMS database.

Employee is a member of the circulation work-flow team, and decides in conjunction with other team members, when and how circulation procedures change. Keeps the operations file up-to-date when work flows change.

Reliable attendance and punctuality is required.

Coordinates monthly visits of the Truro Central School to the Library.

Staffs the circulation desk. Responsible for the neat and tidy appearance of the Children's Room and the disinfecting and cleaning of children's toys and other materials.

Performs similar or related work as required, directed, or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

Associate's degree; minimum of two to three years' experience in library setting; experience working with children is highly desirable; or any equivalent combination of education and experience. Strong interest in reading and literature desirable.

Knowledge, Ability and Skill:

Knowledge: Knowledge of para-professional library functions with expertise in automation systems.

Ability: Ability to communicate tactfully, courteously, and effectively with people of all ages, including children, teens, caregivers, and seniors. Ability to establish and maintain good working relationships with co-workers and other librarians and library staff, and other town employees. Ability to work with a high level of detail. Ability to prioritize multiple tasks and



deal effectively with interruptions. Ability to identify and analyze complex issues and to develop appropriate recommendations for resolution. Ability to fairly and tactfully enforce library policies. Ability to maintain strict confidence. Ability to communicate clearly both orally and in writing. Ability to multitask, be flexible, and change task directions in midstream.

Skill: Excellent interpersonal skills. Proficient computer skills in the operations Microsoft Windows applications software. Proficient in the use of CLAMS Millennium software.

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.

Regularly required to move about the inside and outside of the building, including some outdoor areas that may have uneven terrain. Often required to maintain a stationary position. Regularly required to position self to reach low objects (objects on low shelves, under desks, in filing cabinet drawers); must be able to manipulate objects, tools or controls, and be able to pick up and use paper, books, and other common office and library objects. Ability to communicate and exchange accurate information both verbally and in writing. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed. Ability to move/ set up small equipment or supplies (up to 30 lbs).

(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.)