



**Town of Guilford
PART-TIME LIBRARIAN I**

EXEMPT:	NO	SALARY LEVEL: N8
DEPARTMENT:	LIBRARY	
REPORTS TO:	LIBRARY DIRECTOR	
LOCATION:	67 PARK STREET	
HOURS:	24 HOURS PER WEEK	
PREPARED BY:	Mitchell R. Goldblatt	Initials  DATE: July 22, 2021
APPROVED BY:	Matthew T. Hoey, III	Initials  DATE: July 22, 2021

POSITION SUMMARY:

Under the general supervision of the Director, Assistant Director, and Heads of Reference and Children's Departments, oversees Library Assistants, Custodians, and volunteers, when designated. Delivers reference services to the public of all ages. Desk coverage includes rotating nights, Saturdays and Sundays. Represented by the Guilford Employee Association.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Instructs and oversees Library Assistants, Custodians, and volunteers, when designated.
- Actively and courteously seek to provide thorough answers to patrons in person, via the telephone, or via electronic communication (email, social media).
- Performs duties relating to maintenance and administration of the Library's various information systems, including the Library website.
- Provides training to library staff in the use of information technologies.
- Provides support and maintenance of library workstations and servers.
- Instructs patrons in use of library's collections including online databases and downloadable materials.
- Assists patrons in selection, organization, and interpretation of materials.
- Provides referrals to other sources or agencies where appropriate.
- Acts as representative of the Library to professional organizations, government officials, schools, and business and community groups.
- Participates in evaluation and purchasing of books and other library materials for all ages.
- Develops and delivers library programs and exhibits for all ages.

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- Attends staff meetings and other meetings, as required.
- Attends appropriate continuing education workshops and conferences.
- Works in all library departments as needed.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of computer functions, both in carrying out work-related tasks and in assisting the public in their endeavors.
- Knowledge of clerical and statistical duties.
- Knowledge of library principles and practices of librarianship, methods, and techniques, particularly a commitment to customer service to all ages.
- Skills in basic mathematics.
- Skills in dealing with the public, including flexibility.
- Skills in oral and written communication.
- Ability to follow all safety instructions and maintain all safety standards.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to learn and use evolving technologies.
- Ability to effectively present information in one-on-one and small group situations to patrons of the library and other employees and volunteers.
- Ability to learn and use automated computer systems including word processing, on-line databases, and other personal electronic devices and applications.
- Ability to organize and prioritize assigned work.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to attend appropriate continuing education workshops and conferences.
- Ability to work remotely, if necessary.
- Ability to comply with all applicable federal, state, and local safety and health regulations that would apply to this job.
- Ability to establish and maintain effective working relationships with superiors and colleagues.
- Ability to treat other employees, and those with whom they come in contact, including the public, with courtesy, respect, and professionalism.

PHYSICAL DEMANDS:

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, the employee is required to stand; walk; sit; use hands to finger, handle or feel objects, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to fifty (50) pounds.

EDUCATION AND/OR EXPERIENCE:

- Masters of Library Science (MLS) from an American Library Association (ALA) accredited institution and/or equivalent experience.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Job requires frequent interaction with general public. The noise level in the work environment is usually quiet to moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be required.