



POSITION AVAILABLE

Cragin Memorial Library – Adult Services Librarian

Town of Colchester

The Cragin Memorial Library in Colchester, CT seeks a new Adult Services Librarian. The ideal candidate will have programming experience, creativity, initiative, solid customer service skills, the ability to work collaboratively with colleagues and community organizations (and interest in working with teens) and to effectively serve the public at any service point. The Library serves a rural/suburban community of 16,000. The Library is part of the Library Connection, Inc. consortium and uses Innovative's Sierra and Encore. The Library typically offers 4-6 programs for adults each month, with a combination of free and paid presenters and, most importantly, the expertise of the Adult Services Librarian! We have well-developed publicity routines, including social media to better reach the community's busy adults. The primary responsibility is for planning, developing, and delivering a wide-ranging schedule of programs, including technology instruction. The Adult Services Librarian publishes the Library's monthly newsletter. The Adult services librarian shares collection management responsibilities with the Library Director, including weeding. The Adult Services librarian works collaboratively with the Children's Librarian to develop and deliver services to young adults because the Teen Room is on the Adult Services floor. Current teen programming led by the Adult Services Librarian has included Dungeons & Dragons, gaming, Middle School GSA and an Anime club. The new Adult Services Librarian will have the opportunity to continue or develop new programming. Candidates must hold an ALA-accredited MLS or MLIS, have three years of prior library experience at any level, and prior experience developing and conducting library programs for adults and/or young adults. Current technology skills, including the ability to teach technology one-on-one or in small groups, are key. This is a full-time, union, 35-hour a week position, working one evening a week and one Saturday a month in rotation. Benefits include health insurance, retirement, vacation, sick time, personal days, and CLA membership. Current salary is \$59,523; with a scheduled 2.25% contractual increase on July 1, 2021. Complete job description and application are available through the Town of Colchester website: <https://www.colchesterct.gov/human-resources/pages/employment-opportunities>. The union contract is available at <https://www.colchesterct.gov/human-resources/pages/collective-bargaining-agreements>. The hiring process will include two panel interviews. Anticipated start date is late June 2021. Submit completed application, resume, and cover letter directly to the Office of the First Selectman, Town of Colchester, 127 Norwich Avenue, Colchester, CT 06415 or by email to HR@colchesterct.gov by 4:00 p.m. on Friday, April 30, 2021. Applications will *not* be accepted by the Library.



JOB DESCRIPTION

Job Title: Adult Services Librarian
Classification: Full time; non-exempt
Supervises: Library Assistants, Circulation Clerks, Library Shelves, and all library staff in the absence of the Library Director and Assistant Library Director

Department: Library
Reports to: Library director

Union

Reviewed: March, 2021

SUMMARY

Plans, organizes, directs and supervises the Adult Services Department of the Library, including programming, reference, and computer operations in the provision of library services for adults. Participates in short- and long-range planning for adult library services; coordinates activities with library staff and assists patrons in the selection and use of library materials. Assists the Director in the collection management of the adult collection. Assists the Children's and Young Adult Librarian in the implementation of programs for young adults. Works in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to relate effectively to the general public of all ages and backgrounds and to fellow staff.
- Demonstrated ability to develop and implement services to adults.
- Technology skills – including e-mail, word processing, spreadsheets, presentation, and publishing programs; use of social media for publicity, and technology instruction and assistance to library users.
- Ability to load and troubleshoot software and provide equipment maintenance.
- Ability to work with technical jargon and translate it to the library workplace.
- Visionary skills to seek innovative uses of technology to further library goals.
- Extensive knowledge of current trends in public library service for all ages.
- Knowledge of adult and young adult literature and materials.
- Programming skills, including technology instruction.
- Knowledge of the principles of library administration. Including collection development, planning, coordination, and budgeting.
- Knowledge of supervisory methods including work delegation, scheduling, evaluating performance, and maintaining morale.
- Ability to prepare and present oral and written reports in a clear, concise, and attractive form.
- A working knowledge of integrated library software systems.
- Work effectively with people of all ages from all backgrounds.
- Present technological concepts and speak in front of an audience.
- Manage time effectively and organize programs and materials.
- Remain on task despite interruptions.
- Work independently with minimal supervision.
- Perform essential functions of the job with or without reasonable accommodation.
- Work with detail and follow established procedures.



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- Master's Degree in Library and Information Science (MLA or MSLIS) from an ALA-accredited Master's Degree program.
- Three (3) years of prior library work experience.
- Prior experience developing and conducting library programs of any and all ages.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following is an illustrative and non-exhaustive list of duties:

- Recommends and coordinates policies for serving adults and the general public.
- Coordinates program planning and service delivery for adults, senior citizens, and young adults (in collaboration with the Children's and Young Adult Services Librarian).
- Develops and conducts programs for adults, senior citizens, and young adults, which encourage reading, the development of life skills and hobbies, and the use of library facilities and materials.
- Develops and conducts outreach programs for the general public and senior citizens.
- Assists with the collection development plan for the adult and young adult collections.
- Examines professional publications and other sources for selection of book and materials.
- Provides assistance with readers' advisory, reference and circulation desk needs as required by staff scheduling.
- Coordinates and assists with purchasing, cataloging, and classifying of books and materials.
- Monitors the circulation, return, and use of library materials.
- Periodically weeds the collection of materials, removing outdated or damaged books and materials.
- Responsible for appearance and order of the adult collection.
- Provides training, supervision, and leadership to professional staff, library assistants, clerks, and volunteers.
- Coordinates program planning with the Senior Center to ensure complementary services to Senior Citizens.
- Prepares materials to publicize the services and resources of the Library.
- Develops near-term and long-range plans and objectives for Adult Services.
- Prepares regular reports for the Library Director.
- Maintains awareness of trends in public library services and in particular of issues affecting senior citizens.
- Prepares reader's advisory tools and finding aids.
- Assists users of computer equipment, software and electronic card catalog.



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- Oversees training and instruction of staff on computer services.
- Trains the public on Internet and computer and wireless device usage.
- Keeps current of new technological procedures, processes and equipment.
- Produces monthly newsletter, publicity materials for library programs and contributes updates to the library's website.
- Performs duties in other library divisions and participates in library special projects as needed.
- Attends meetings and participates in professional library organizations.
- Attends workshops and continuing education classes related to position.
- Interviews candidates for library positions.
- Trains and supervises employees working in the department.
- Performs related duties as assigned.
- Complies with Town of Colchester Personnel Policies.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following OSHA and Town of Colchester safety policies.

Employee Signature

Date