**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Seymour Public Library*

## *Collection/Children Services Assistant*

## GENERAL STATEMENT OF DUTIES:

Under the direction of the Library Director performs specialized and or technical duties involved in the maintenance and use of the Library collections. Also assists with children’s programming under the direction of the Head of Children’s Services. This position may be assigned a regular schedule of days, evenings and Saturdays as required.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Receives shipments of adult and children’s materials and approves accuracy of packing lists.
* Enters materials new to library collections into the Bibliomation Global catalog.
* Removes withdrawn materials from the Bibliomation Global catalog and supervises amendments to library records and the marking of items as withdrawn.
* Responsible for filling requests through Bibliomation for materials held in the collection, preparing materials for loan to other libraries in the system and handling reserves received from other libraries in the system.
* Compiles monthly statistics on withdrawals, reserves and ebooks.
* Responsible for processing monthly overdue notices, checking notices against the collection to ensure items have not been returned. Notifies patrons by mail or email when items are overdue or lost.
* Responsible for changing the status of materials from “New” to general stacks in the global database.
* Supervises and participates in materials preparation for circulation.
* Manages the ebooks collection and instructs patrons in the use of ebooks.
* Participates in the training of pages.
* Performs full array of duties at the circulation desk as required.
* Assists the Head of Children’s services with children’s programming.

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under the direct supervision of the Library Director.

## SUPERVISION EXERCISED:

* None.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of public library principles and practices.
* Ability to work independently and as part of a team.
* Basic competence in Microsoft office software and ability to master library system protocols.
* Ability to perform work that is moderately physically demanding. Standing for 2-3 hours at a time, obtaining books from shelving areas and returning them.
* Ability to communicate effectively orally, in writing and on the telephone.
* Ability to speak with groups, providing instruction and directions.
* Motivation to continue to learn about library practices and resources.
* Ability to establish and maintain effective working relationships with colleagues, the public and officials of other agencies as well as enjoying working with children.

## EXPERIENCE AND TRAINING:

* Associate degree or BA/BS with demonstrated ability to use a computer and a strong desire to learn the principles and practices involved in the provision of library services.
* A combination of education and experience.
* Experience working with children in a formal setting and experience working in a library that is a member of the Bibliomation Network is preferred.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head in an annual meeting scheduled each January
  + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.