**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Seymour Public Library*

## *Reference Librarian*

## GENERAL STATEMENT OF DUTIES:

Under the general supervision of the Library Director provides reference services for adults and high school students. Administers the periodicals collection. Provides specialized Inter-Library Loan services and is responsible for coordinating library exhibits.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Responsible for reference services using the library collection and online databases.
* Specialized genealogical research for clients located all over the country.
* Researching special requests for materials located out of the library network –working with university and corporate sources and Request, the global catalog for all CT libraries.
* Manages the workflow for return of materials borrowed by Seymour through Bibliomation and Request.
* Manages the periodical collection – magazines and newspapers.
* Manages the Graphic novel collection.
* Develops reference policy with the Library Director, member of the senior staff planning team.
* Creates promotional flyers for adult programs at the library.
* Schedules, coordinates and serves as contact person for library exhibits.
* Monitors conditions in the public areas of the building; informs Library Director of the need for maintenance.
* Represents the library on professional committees and serves on the circulation desk as needed. Performs related work as required.

## 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:

* Acts as senior staff member during evening shift.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of public library principles and practices.
* Extensive knowledge and experience in all areas of library services.
* Excellent ability in oral and written communication.
* Experience in short and long range planning.
* Experience with Microsoft computer programs and one integrated library system.
* Ability to establish and maintain effective working relationships with supervisors,

subordinates, associates, officials of other agencies and the public.

## EXPERIENCE AND TRAINING:

* Four year degree and three or more years of progressively responsible library experience.
* An equivalent combination of education and experience will be considered.
* Master’s degree in Library Science 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 a 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.