

TOWN OF SHARON  
JOB DESCRIPTION

Title of Position: Information Services Librarian

Department/Appointing Authority: Library/Library Director

Date: 7/12/2021

Originator: Lee Ann Amend

Personnel Board Use Only

Classification \_\_\_\_\_

Effective Date of Classification \_\_\_\_\_

Classification Authority:  Personnel Board;  Collective Bargaining

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1. Summary Description

The Information Services Librarian manages information and reference services to meet community needs; together with other Information Services Librarians and/or Head of Adult and Technology Services Librarian, develops and manages a responsive and dynamic program of services for all ages of adults.

2. 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.**

Provides a full range of information services to the public, including reference, referral services, readers advisory, E-reader and database tutorials, and other public services as needed in person, by phone, email, social media, or online while providing the highest level of customer service.

Participates in the development and maintenance of the adult services collection with the Library Director and other Adult Services Librarians. This includes collection assessment and deselection of adult materials.

Provides training and assistance to patrons in the use of computer hardware and software, online databases, e-readers, and other resources as necessary.

In collaboration with the Library Director and staff assigned to this department; selects, troubleshoots and maintains basic library technology, networking equipment, and other audio/video equipment.

Promotes information resources and services via physical and virtual displays, book discussion groups, author talks, pathfinders, and related activities.

Together with other adult services staff, develops and maintains the reference, ESL, local history, and other specialized collections within the library, including; online and single license databases, multi-media materials, and other sources as required.

Plans, organizes, conducts adult programming on a weekly, monthly or seasonal basis such as book discussion groups, educational, and professional performer programs, and special events; plans and develops related public relations materials through the website, social media, flyers, and other forms of publicity.

Responsible for creating, entering, and submitting adult program publicity to local newspapers, local cable TV, radio, library website, and social media one month ahead of program presentation.

Represents the library to community groups as assigned.

Participates with other adult services staff in the development and implementation of Library Long Range and action plans.

Manages the Adult Services and database pages of the library website, social media, and library newsletter in coordination with the Director and other adult services staff.

Prepares grant applications to support adult services, as approved by the Director.

Maintains professional knowledge through attendance and participation in local and regional library conferences, seminars, and workshops.

Maintains appearance of the reference/information desk, keeping it neat and accessible at all times; performs other duties as necessitated by staff absences or vacancies including professional library activities.

### 3. Supervision

Supervises Library Assistants assigned for collection management or other adult services duties. Supervises any staff, volunteers, and/or interns assigned to information or outreach services.

May be in charge of the library when other department heads or supervisors are not present.

Reports all problems or emergencies to the Library Director.

#### 4. Reporting Structure

The Information Services Librarian reports to and is evaluated by the Head of Adult and Technology Services Librarian or Library Director. Work requires substantial individual initiative and judgment. Incumbent meets with the Head of Adult and Technology Services Librarian and Library Director to discuss department funds, plans, programming, and problems. Issues involving policy decisions are referred to the Library Director.

#### 5. Physical Environment

Work is performed primarily at the Information Services Desk, where the noise level can be loud; the workload is subject to seasonal fluctuations which will require advanced planning, coordinating, and publicizing of adult activities. The library schedule for this position may require evening and weekend work.

#### 6. Education/Basic Knowledge

An MLS (Master's degree in Library Science) from an American Library Association accredited college/university.

#### 7. Experience

Three to five years professional experience in Adult Services/Reference Librarianship in a public library preferred. Experience in maintaining and troubleshooting library computers, e-readers, and networking equipment required. Supervisory experience required. Experience in developing and coordinating adult programming in the library and within the community in coordination with the Director and other adult services staff.

**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.**