

Position: Librarian

Facility and work area: Manchester Public Library

Job summary: Performs duties essential to the daily operation of the library. Duties relate to patron assistance, circulation, organization of materials, maintenance of the library collection and the automation system, cataloging, weeding, reference work, and programming.

Supervision: Duties are performed under the general supervision of the Assistant Director and Library Director. Circulation duties are also performed under the general supervision of the Circulation Services Librarian. Librarians report directly to the Assistant Director.

Primary function: Performs a variety of library circulation, reference, technical, and clerical work with a large concentration of public contact.

Required knowledge, skills, and abilities:

- Advanced knowledge of established library methods, materials, and routines
- Ability to learn, understand, and follow library policies and procedures
- Ability to communicate effectively in person, over the phone, and through e-mail
- Ability to establish and maintain good working relationships with other staff
- Ability to create a positive, courteous impression of the library
- Ability to establish good patron rapport
- Advanced computer skills
- Knowledge of books, authors, and publications
- Ability to use basic and advanced reference materials and assist patrons in their use
- Ability to provide readers' advisory service
- Knowledge of bibliographic records and holdings
- Knowledge of Dewey Decimal system and standard cataloging rules
- Ability to troubleshoot
- Ability to handle multiple tasks/projects at any given time
- Ability to motivate oneself
- Ability to take initiative
- Physical ability to push book truck and reach all shelves
- Ability to perform other duties as apparent or assigned

Essential duties and responsibilities:

- Perform circulation duties, including but not limited to: checking materials out and in; performing renewals and reserves; assisting patrons; monitoring public computer usage; issuing library cards and performing library card renewals; shelving materials; sorting mail; and collecting fees.
- Perform advanced reference and readers' advisory services for all ages
- Perform good public relations
- Keep order in the library; supervise desk and surrounding areas
- Read shelves for accuracy; keep shelves orderly, clean, and attractive
- Catalog library materials and prepare them for availability to the public
- Troubleshoot, improve, and adjust bibliographic records and holdings
- Recommend materials for purchase
- Repair library materials
- Weed library materials

- Manage and monitor withdrawn and sale materials
- Monitor and maintain reserved materials and overdue materials
- Assist with circulation of library materials to retirement and nursing homes
- Assist with Interlibrary Loan
- Assist with use and monitoring of meeting room and genealogy room
- Examine community needs and determine needs, goals, and objectives; communicate these to Library Director
- Assist with library repairs, projects, and planning
- Assist in training other staff
- Help plan and implement library programs and events
- Attend staff meetings and workshops
- Identify needed supplies; assist with ordering and stocking supplies
- Maintain displays of library materials and library/community information
- Perform light cleaning throughout library
- Assist with basic maintenance of building and grounds
- Open and close library when scheduled
- Troubleshoot problems
- Help Circulation Clerks and Library Pages when they have questions or need assistance
- Use and help maintain standard office and library equipment, including computers, fax machine, typewriter, copy machine, printers, telephones, and microfilm reader/printer

Other duties as apparent or assigned

Education and experience: Graduation from high school; previous Circulation Clerk experience; course work in Library Science; or any equivalent combination of experience and training that would provide needed knowledge, abilities, and skills. College education preferred but not required.

Environmental conditions: Work is performed primarily inside and requires the ability to either sit or stand for extended periods of time. The work exposes the employee to unpleasant social situations, significant work pace stress, and irregular work hours including nights and weekends.

Equipment and materials used: Computers, the Internet, library automation system, online databases, printers, copy machine, telephone with intercom, calculator, typewriter, fax machine, and various hand tools to perform hardware maintenance.

(Approved 11/2012; Revised 4/2021, amended August 11, 2022)