

Librarian – Part-time position

Library Type: Public

- 22 to 24 hours a week. Starting pay rate \$14. 00 an hour. Pay rate adjustment may be made after 6-month probationary period.
- Alternate Wednesday evenings and Saturdays are required
- Resumes can be directed to Pamela Dunning, Director:
- Fax to 207-882-6698
- Email to wpl@wiscassetlibrary.org
- Mail to 21 High Street, Wiscasset, Maine 04578
- or hand deliver.

Description

Summary of responsibilities:

Interacts directly with library users at the circulation and reference desks, performing a variety of professional and clerical tasks.

Immediate Supervisor:

Assistant Library Director and Library Director.

Job Qualifications:

Ability to give friendly, expert information and reference service to patrons of all ages and walks of life. Possesses sound judgment, initiative, tact and courtesy and can communicate effectively with patrons and staff. Knowledge of library principals, methods, techniques, procedures and reader interests. Pays attention to detail and has the ability to work as a team with a small staff, changing jobs and focus to best meet the needs of the patrons.

College education required or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must be able to work evenings and Saturdays.

Characteristic duties and responsibilities:

- Maintains good relations with public, staff, and volunteers.

Circulation Desk:

- Greets, assists, and refers library users according to their needs and performs a wide range of clerical public contact duties.

- Uses library automated circulation system to lend materials to library users including checking materials in and out, processing holds, registering borrowers, collecting fees, informing patrons of the status of their accounts, and conveying information about library policy.
- Opens and closes library building.
- Instructs patrons needing help on library computers.
- Processes overdue books, contacting and billing patrons and maintaining records.
- Handles incoming and outgoing mail.
- Assists patrons using library equipment, performing basic maintenance on copiers and computers.
- Handles Interlibrary Loan requests.

Reference and Reader's Advisory:

- Answers reference questions and conducts research as needed
- Assists patrons on the selection and interpretation of library materials.
- Selects and delivers books to homebound patrons.
- Library website management along with the Library Director

Assists with the Library Collection:

- Participates in material selection by reading and evaluating, reviews, patron requests and popular trends.
- Makes recommendations for improvements in services and collection.
- Catalogs and processes new books.
- Selects and processes books for rotating collections and displays.
- Processes, rotates and withdraws periodical materials.
- Shelves, reads and organizes materials collection.
- Weeds and withdraws material from the collection.
- Repairs books.

Assists with Library Program:

- Schedules, plans and conducts programs and events for patrons and volunteers.
- Collects and compiles library usage statistics.
- Conducts education and training of patrons and patron groups.
- Creates and maintains displays and bibliographies, writes newsletters, brochures and book reviews.
- Decorates facility.
- Attends workshops, meetings and conferences as appropriate.
- Ability to use a variety of modern office and audio-visual equipment.
- Performs additional duties as assigned.

Specifications

This position requires knowledge of current library practices and procedures as related to library technology needs and reference service. Must have the ability to be trained, and in turn, train others in the various technological advances in library services. The person in this position must be able to deal with public tactfully in a pleasant and professional manner, must be a team player and maintain good working relationships with other employees, the Library Board of Trustees, volunteers and the general public.

Qualifications

(Entry level knowledges, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO the following coursework/training and/or experience).

A Bachelors Degree in Library Science and two (2) years experience in professional library work -OR- an acceptable equivalent combination of related experience and/or training.

Other Considerations

- Familiarity with MILs library software and/or other library software
- Flexibility of motion. Position requires ability to lift and move equipment and library materials around as well as lots of getting up and down to assist patrons.

Certification/Licensing Requirements

- Dependent on the qualification levels, additional online course work toward Maine State Library Voluntary Certification may be required within six (6) months of hire.