

**Job Description: Non-Union Position
Town of Pembroke, Massachusetts**

Position Title

Associate Librarian II

Schedule A

Circulation Department or Technical Services

SA-13

Responsibilities:

- Understand all duties performed by library aide, page and Associate Librarian I
- Train pages, aides and Associate Librarian I
- Supervise pages, aides and Associate Librarian I
- Provide back-up and problem resolution for circulation desks
- Answer reference questions
- Provide reader's advisory
- Handle correspondence and reports
- Inventory and order supplies (Tech. Dept.)
- Process ComCat and interlibrary loan requests (Circ. Dept.)
- Assist with library programs
- Assist with collection maintenance
- Perform other tasks as assigned
- Maintain Staff and Public computers
- Applicant must be able to meet the federal requirements to issue a US Passport (US citizenship)

Job Environment:

Normal office environment with frequent interruptions to respond to patrons and staff

Supervision:

- Reports to the Library Director and Assistant Director

Essential Functions:

- Hours include at least one evening per week and one Saturday a month
- Involves in-depth knowledge of library operations and procedures

Required Qualifications:

- College degree
- Library experience

Recommended Minimum Qualifications:

- Have expertise in Microsoft Office and SIRSI Workflow
- Have ability to supervise and train others
- Able to supervise the circulation desk
- Able to use computers to order materials, process serials and add/delete materials from the database (Tech. Dept.)
- Have completed four library science courses or have equivalent work experience in technical services, use of basic reference materials and core children's literature

- Skilled in library equipment

Additional Desirable Qualifications:

- College level credits in library science
- Demonstrated ability to work in a collaborative environment
- Demonstrated ability to deal effectively with the public
- Demonstrated ability to work well under stress

Special Requirements:

- Possess telephone courtesy and excellent customer service skills
- Strong interpersonal skills and demonstrated customer service ability to deal with a full spectrum of staff and public contacts
- Present a clean, neat and professional appearance

Knowledge, Ability and Skill:

Knowledge:

- In-depth knowledge of library policy, circulation database (Circ. Dept.) and technical services (Tech. Dept.)
- Understanding the cataloging formats (Tech. Dept.), reference tools, and popular literature (Circ. Dept.)

Ability:

- Deal with changing priorities and manage time effectively
- Work independently in carrying out various projects

Skill:

- Work with the public as well as train and supervise others

Physical Requirements:

- May spend extended periods of time at computer terminal, on the telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Normal vision is required for this position.
- Regular lifting and carrying of files, documents, library materials etc. is routine.
- Employee will be required to talk, listen, sit for long periods, stand, walk, stoop, kneel, crouch, and reach.

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.