**Town of Milford, NH**

**Job Title:** Professional Librarian, Part-Time.

**Department**: Wadleigh Memorial Library

**Grade / Classification:** Labor Grade 19, Non-exempt. Hourly.

Part-time with pro-rated benefits (when hired for 20-30hrs/week).

**Job Description:** Provides services on a professional level in a public library setting and performs other activities in support of overall library operations. This includes providing reference, circulation and technical services. The Professional Librarian may be responsible for the training and supervision of a small number of part time staff members and volunteers within a particular department. Must have a thorough knowledge of current library standards and practices and abide by state and consortium requirements. This position shares shifts on the Reference Desk so the staff member should be familiar with basic reference sources and research techniques, online reference sources and computer applications. *Must have an MLS from an accredited Library School or have comparable work experience and be pursuing degree. The MLS degree should be completed within 4 years.*

**Accountability:** Reports to Reference and Adult Services Librarian **or Head of Technical Services**.

**Environment: Inside:** 98% **Outside:** 2%

**Normal hours of duty:** As scheduled, including evening hours and weekends in rotation.

**Primary duties and responsibilities:**

Except as specifically noted, the following functions are considered essential to this position:

* Assists patrons in locating appropriate materials.
* Assists in all other aspects of Reference & Adult Services including general reference, reader’s advisory, collection development and outreach services.
* Provides support to circulation staff as needed.
* Utilizes and keeps abreast of current & future technologies in support of Reference & Adult Services.
* Runs reports and compiles statistics including, but not limited to, bibliographic records, collection holdings, and materials expenditures.
* Assists with the acquisition, cataloging, processing, repair and deaccessioning of all materials for the collection
* Participates in and represents the library in community relations activities.
* Participates in local and regional professional activities.
* Serves as a supervisor in the absence of other designated personnel.
* Enforces Library rules and regulations.
* Familiarity with and support of Library Bill of Rights and NH Privacy laws (patron confidentiality).
* Performs any and all other related duties as needed.

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**Physical Activity Requirements**

**Primary Physical Requirements:**

LIFT up to 10 lbs: Frequently LIFT 11 to 25 lbs: Occasionally

LIFT 26 to 50 lbs: Rarely LIFT over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently CARRY 11 to 25 lbs: Occasionally

CARRY 26-50 lbs: Rarely CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently REACH at shoulder height: Frequently

REACH below shoulder height: Frequently PUSH/PULL: Frequently

**Hand Manipulation:**

GRASPING: frequently HANDLING: frequently

TORQUING: Rarely FINGERING: frequently

**Other physical consideration requirements:**

TWISTING: Rarely BENDING: Occasionally CRAWLING: Rarely

SQUATTING: Occasionally KNEELING: Occasionally CROUCHING: Occasionally

CLIMBING: Rarely BALANCING: Rarely

**Equipment used:**

Office and IT equipment including computers and peripherals, laptops, tablets; various printers; Makerware; copy/fax/scanner machines; telephones; audio visual equipment; cash register; hand tools; security system.

**Summary of Occupational Exposures:**

Office and IT equipment and associated supplies, solvents and related supplies for cleaning and/or repairing library materials.

**Work surfaces:** Varies from carpeting, linoleum, tile, concrete. Standard office desk and chair. Circulation Desk.

**During an 8 hours day, employee is required to:**

 **Consecutive hours Total hours**

Sit varies widely 0-6 hours

Stand varies widely 0-6 hours

Walk varies widely 0-3 hours

**Cognitive and Sensory Requirements:**

TALKING: Necessary for communicating with others.

HEARING: Necessary for understanding patrons and staff.

SIGHT: Necessary for doing job effectively and correctly.

TASTING and SMELLING: Smelling required to detect odors such as smoke.

FUNCTIONAL LITERACY: Required to understand written materials.

**Specific Vocational Preparation Requirements**

License/ Certification Requirements: American Library Association Accredited MLS or equivalent.

Training, Skills and Experience Requirements: Experience working in a professional library setting is preferred. Ability to work well with staff and public is a necessity and the ability to listen, understand and interpret patron requests/needs is critical. Excellent communications, computer literacy and alpha-numeric skills as well as knowledge of reference tools and research techniques are required. Experience in training and supervising is necessary. Must be familiar with Polaris or comparable ILS.

**Other Considerations and Requirements:**

Job requires frequent walking, standing and stair climbing. Employee should be self-motivated and able to work with only general supervision; also able to work under pressure caused by high level of patron activity. Experience and fluency with OCLC WorldCat & Connexion, AACR2/RDA standards, and MARC database records may be required. Sense of humor preferred. Valid driver’s license a plus.

**Approved, Board of Trustees**

**December 15, 2015**

**Amended and Approved**

**November 20, 2018**

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**Employee Signature Date**