

## **TOWN OF ROCKY HILL JOB POSTING**

(This is an advertisement. Please see pages 2 and 3 for a detailed job description.)

### **CORA J. BELDEN LIBRARY**

**Substitutes Needed** – Cora J. Belden Library has openings for Substitute Reference Librarians. Excellent customer service ethic and strong technology skills required. Master's Degree required Daytime, evening and weekend substitute shifts available. Possibility of up to 2 shifts a week available in future. Please view the job description online:

[http://www.rockyhillct.gov/departments/human\\_resources/employment\\_opportunities.php](http://www.rockyhillct.gov/departments/human_resources/employment_opportunities.php)

The position is a non-bargaining unit position. Salary is \$24 per hour. Interested applicants must submit each of the following: 1) A resume; (2) A letter of interest which clearly demonstrates how the applicant meets the qualifications of a Substitute Reference Librarian; and (3) A completed Town of Rocky Hill application. Please submit all application materials to Mary Hogan ([cora@rockyhillct.gov](mailto:cora@rockyhillct.gov)) via electronic mail. Applications will be accepted until the position is filled.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill  
Job Description**

**POSITION:** Substitute Reference Librarian  
**DEPARTMENT:** Cora J. Belden Library  
**REPORTS TO:** Library Director  
**SUPERVISES:** None (May be librarian in charge, in absence of regular staff)  
**BARGAINING UNIT:** Non-bargaining

**SUMMARY OF RESPONSIBILITY:**

The Reference Librarian provides professional library services in assisting library patrons in the selection and use of library materials; advises on the use of all multi-media and technology related services; provides reference and reader's advisory guidance to patrons, as well as book selection, cataloging, general circulation and other assigned activities.

**Essential Functions:**

- Provides reference and reader's advisory guidance to patrons.
- Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities.
- Assist in materials selection and buying.
- Provides excellent customer service and promotes library services and programs within the library and the community.
- Evaluates information sources and advises patrons as needed.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Conducts searches utilizing a variety of resources: the internet, reference manuals, books, magazines, newspapers, etc. in assisting patrons.

**Other Functions:**

- Implements special projects as needed or determined by the Director, which may include the following:
  - Creates bibliographies, user guides, promotional materials, and publicity spotlighting collections, services, and programs
  - Creates displays to enhance the library experience and to promote use of library resources.
  - Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
  - Communicates the role and scope of public library service to administrators, other library staff, and members of the larger community.
  - Creates programs for the public.
  - Promotes library services and programs.
- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

**QUALIFICATIONS AND COMPETENCIES:**

- Master's Degree in library science from a school accredited by the American Library Association is required.
- Knowledge of the principles, practices and techniques of modern library operation and administration is preferred.
- Thorough knowledge of and background in various types of informational materials.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Able to think quickly, assess a situation and make a sound decision.
- Ability to be available for work outside normal working hours.
- Ability to create clear and concise reports, and to deliver them orally.

**Mental and physical requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 25 lbs.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful situations.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.