

TOWN OF ROCKY HILL EXTERNAL JOB POSTING

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

ROCKY HILL LIBRARY

REFERENCE LIBRARIAN

The Town of Rocky Hill is accepting applications for a full-time Reference Librarian to join the team at the Rocky Hill Library.

The Library is looking for ideal applicants who are creative, enthusiastic, energetic and highly motivated who also possess excellent customer service skills as well as great technical and interpersonal skills, a passion for connecting patrons with library and information materials, comfort with exploring new technology, and a proven track record of collaborating with colleagues and building community relationships. Examples of duties include but are not limited to: programming, reference assistance, collection development, readers' advisory, and coordination and dissemination of library publicity.

A Master's Degree in Library Science from an ALA-accredited university and progressively responsible experience in a library setting is required. Please see the job description on pages 2 – 3 below for a detailed list of job functions and qualifications.

This is a full-time, union position (40 hours per week, including evening and Saturday rotations). Works hours and hourly pay rates (7/1/2025: based on wage schedule from \$37.31 up to \$51.32) will be in accordance with the UE Local 222/CILU collective bargaining agreement which can be viewed online at: www.rockyhillct.gov/unioncontracts.

Interested applicants must submit each of the following via electronic mail to Autumn Geyer, Human Resources Generalist (hrdept@rockyhillct.gov): 1) a resume; 2) a letter of interest which clearly demonstrates how the applicant meets the qualifications; and 3) A completed Town of Rocky Hill Application for Employment. ***Applications will be accepted until the position is filled.*** Incomplete applications will not be considered. Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA. Applicants with disabilities may request assistance or an accommodation at any time by contacting Human Resources via telephone (860-258-7651), via confidential fax (860-257-1109), via email (hrdept@rockyhillct.gov) or by visiting the department of Town Hall during business hours.

**Town of Rocky Hill
Job Description**

POSITION: REFERENCE LIBRARIAN
DEPARTMENT: LIBRARY
REPORTS TO: LIBRARY DIRECTOR
SUPERVISES: N/A
BARGAINING UNIT: UE LOCAL 222 / CILU

Summary of Responsibility:

The Reference Librarian performs 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 in book selection, cataloging, general circulation and other assigned activities.

Essential Functions:

1. Provides reference and reader's advisory guidance to patrons.
2. Assists patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities.
3. Assist in materials selection and buying.
4. Provides excellent customer service and promotes library services and programs within the library and the community.
5. Evaluates information sources and advises patrons as needed.
6. Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
7. Conducts searches utilizing a variety of resources: the internet, reference manuals, books, magazines, newspapers, etc. in assisting patrons.
8. Creates bibliographies, user guides, promotional materials, and publicity spotlighting adult and teen collections, services, and programs
9. Creates displays to enhance the library experience and to promote use of library resources.
10. Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
11. Communicates the role and scope of public library service to administrators, other library staff, and members of the larger community.
12. Creates programs for the public.
13. Promotes library services and programs.

Other Functions:

1. Implements special projects as needed or determined by the Director.
2. Attends professional meeting, maintains active membership in state associations; participates in activities of professional organizations;
3. Performs related duties as required.

Note: 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 if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Master's Degree in library science from a school accredited by the American Library Association is required.
2. Two to four years of increasingly responsible experience in the public library profession.
3. One to three years of general reference library experience is preferred/required.
4. Knowledge of the principles, practices and techniques of modern library operation and administration is preferred.
5. Thorough knowledge of and background in various types of informational materials.
6. Solid working knowledge of all MS Office suite software is required.
7. Knowledge of various technologies including social media is required.
8. Thorough knowledge of the principles and practices of library science is required.
9. Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
10. Ability to work in a fast-paced environment and juggle multiple priorities.
11. Able to think quickly, assess a situation and make a sound decision.
12. Ability to be available for work outside normal working hours.
13. Ability to create clear and concise reports, and to deliver them orally.
14. Ability to deal effectively with elected officials, and other public constituencies.
15. Demonstrated commitment to maintain and update knowledge of industry best-practices, and dedication to engaging in continuing education in relevant subject matter and technology.

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.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to twenty five (25) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
7. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.