

TOWN OF LEDYARD
LIBRARY SECRETARY/TECHNICAL SERVICES ASSISTANT

GENERAL STATEMENT OF DUTIES: The Secretary provides supportive clerical/secretarial services and performs technical services functions for the Library professional staff.

SUPERVISION RECEIVED: The Secretary is supervised by the Library Director .

SUPERVISION EXERCISED: The Library Secretary supervises library volunteers who help out in technical services (ie. Preparation of new books for circulation, mending damaged books, discarding books).

ESSENTIAL DUTIES:

- Process all new library materials for circulation
- Handle correspondence for the Director Co-ordinate the library's co-operatives including delivery and pick-up of "Packets" and processing of the items
- Perform elementary descriptive cataloging using automated bibliographic database
- Responsible for knowledge of all book and gift accounts
- Withdraw library materials; delete titles from data base and prepare items for disposal (recycling or book sale when appropriate).
- Order all library, office and janitorial supplies and maintain an inventory of them.
- Unpack, receive and route all supplies as needed and sort mail daily
- Resolve routine problems in book or supply orders
- Assist with circulation duties including checking books out to patrons, discharging returned materials, entering patron data into the computer, collecting fines and clearing the patron's record
- Work in other library departments when assigned

ADDITIONAL DUTIES:

- Supervise library volunteers who assist in technical services.
- Run errands for the library ie. delivering materials to and from branch library and picking up daily mail and newspapers.
- Perform a variety of library clerical tasks as assigned.
- Other 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 does not exclude them from the position if the work is similar, related or a logical assignment to the position. ******

QUALIFICATIONS PROFILE:

Education, Experience and Training: Two years of appropriate formal post-secondary school courses preferred and two years' experience in a clerical position or the equivalent in practical experience. Library experience preferred.

Knowledge, skills and ability:

- Knowledge of, and skill in utilizing computers and general office machines
- Knowledge of modern office practices and procedures
- Knowledge of library policies, procedures and administrative practices.
- Ability to establish and maintain effective working relationships with vendors and co-workers.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with a disability to perform the essential functions.

While performing the duties of this job, the employee is frequently required to: talk, sit, bend, stoop or crouch, bend, twist, use hands, fingers, wrists or perform repetitive motion; handle/feel objects or controls, and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, lift and/or move up to 25 pounds. Must maintain continuous visual acuity including close vision and ability to focus, and hand-eye coordination. Employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and coworkers in everyday stressful and emergency situations.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. *******

Adopted at Ledyard Town Council meeting on December 13, 2017.

Revised 6/2017

Linda Davis
Linda Davis, Chairman