

**TOWN OF LEDYARD
LIBRARY TECHNICIAN I - REFERENCE**

GENERAL STATEMENT OF DUTIES:

The Library Technician I - Reference performs reader's advisory, answers reference questions, and assists patrons with technology.

SUPERVISION RECEIVED:

The Library Technician I - Reference is supervised by an Assistant Librarian.

SUPERVISION EXERCISED:

The Library Technician I - Reference supervises the staff and the volunteers in the Assistant Librarian's absence.

ESSENTIAL JOB FUNCTIONS:

- Provide reference and reader's advisory to patrons
- Explain basic library functions, services, and resources to the public
- Perform routine procedures related to interlibrary loans
- Provide assistance and instruction in the use of the online catalog and other resources for borrowing and locating reference information
- Provide assistance with technology to patrons
- Track magazine subscriptions and prepare issues for circulation
- Prepare and submit monthly statistics reports
- Assist with circulation duties including checking out books to patrons, discharging returned materials, entering patron data into the computer, collecting fines, clearing patron records, placing holds, and renewing items
- Assist patrons in the use of the ' copier, printers, and other equipment
- Oversee the return of materials to proper locations, providing assistance if needed
- Interpret library policies and procedures
- Monitor the behavior and conduct of patrons in the library
- Secure the building at closing time in the Assistant Librarian's absence

ADDITIONAL DUTIES:

- Resolve library equipment malfunctions
- Assist with programming as needed
- Keep informed of current events and developments in the library field
- Maintain current knowledge of library technology
- May be assigned Sunday work responsibilities
- Attend continuing education workshops and conferences
- 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 of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.******

QUALIFICATIONS PROFILE

Knowledge, Skills, and Ability:

- Knowledge of the principles and practices of public library functions
- Knowledge of the use of computers in libraries
- Knowledge of print and online resources
- Ability to deal with the public in a professional and courteous manner
- Ability to establish and maintain effective working relationships with co-workers

Education, Experience, and Training:

Two years of appropriate formal post-secondary school courses preferred and a minimum of one year library experience. A Library Technology Certificate is a plus.

Physical Demands:

The physical demands described here 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 individuals with disabilities to perform the essential functions.

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

Adopted by the Ledyard Town Council on December 13, 2017.

Kevin J. Dombrowski, Chairman