

# DARTMOUTH



# MASSACHUSETTS

## PERSONNEL DEPARTMENT

400 SLOCUM ROAD  
DARTMOUTH, MA 02747

## PERSONNEL ADMINISTRATOR

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## JOB POSTING

**TITLE:** Information Services Librarian  
**UNION:** DTEA  
**LOCATION:** Library Department  
**DATE AVAILABLE:** ASAP  
**SALARY:** Grade L4 - \$25.34 - \$30.25

### RESPONSIBILITIES:

Assists customers in locating and using the available resources and provides timely and accurate information and answers to research questions; selects materials as directed. Is responsible for conveying and carrying out the Library's Mission and Goals and Objectives. Please see attached job description for complete details.

### QUALIFICATIONS:

Master's degree in Library Science from an ALA-accredited school; three years professional library experience with supervisory duties; or any equivalent combination of education and experience.

Applicants may submit a cover letter, resume, and application to:

Personnel Department  
Town of Dartmouth 400  
Slocum Road  
Dartmouth, MA 02747

Or email to: [mmedeiros@town.dartmouth.ma.us](mailto:mmedeiros@town.dartmouth.ma.us)

Town of Dartmouth is an Equal Opportunity Employer

The Dartmouth Public Library is seeking a librarian to fill a vacant Information Services (Reference) position. This is a 35-hour-per-week position with regular work hours at both Southworth Library and the new North Branch Library, one evening per week, and alternating Fridays and Saturdays. The ideal candidate should be knowledgeable about technology, comfortable working with patrons of all ages, and willing to become both a certified Passport Acceptance Agent and a certified notary public.

## **Information Services Librarian**

### **Definition**

Assists customers of all ages in locating and using the available resources and provides timely and accurate information and answers to research questions; selects materials as directed. Technical and direct service work in planning, managing and implementing adults' and children's services, programs, and activities for the Dartmouth Public Libraries.

### **Supervision**

Works under the general supervision of the Assistant Library Director or the Senior Librarian.

Performs responsible library duties requiring independent judgment and initiative; assignments are completed according to established procedures and departmental policies and standards; unusual or difficult situations are referred to the supervisor.

Routinely supervises others.

### **Job Environment**

Work is performed under typical library conditions; library hours require scheduled evening and weekend work.

Operates standard office and library equipment.

Makes frequent contact with library patrons and staff, and outside organizations.

Errors could result in delay and loss of service, poor public relations, endanger public safety, and waste of public funds.

### **Essential Functions**

Performs reference and reader advisory services; provides direct reference services to all patrons, adults, young adults, and children.

Selects books and other materials for purchase, evaluates materials to be discarded.

Directly oversees all aspects of Interlibrary Loan and the Virtual Catalog.

Under the guidance of the supervisor develops annual goals and objectives. Reports monthly to the supervisor on fulfillment of objectives.

Under the guidance of the supervisor administers and coordinates publicity and promotional campaigns to promote Reader Services, library programs or events, working with other staff and keeping staff informed of the same. Submits press and news releases to local media, publicizing collections, databases, programs and library events. Contributes regularly to the library newsletter "Library Links."

Assists in designing & maintaining the library web site.

Plans and implements programs for patrons of all ages. These programs should promote reading and literacy, understanding of current issues, computer literacy, and community interaction. Programs could include children's story times and summer reading clubs, book discussion groups for all ages, computer training classes, author visits, guest speakers, etc.

Often provides initial service response to concerns and complaints. Interprets for the public - library policies and procedures; enforces library regulations. Refers patrons to other libraries, individuals or service agencies as appropriate.

Uses the automated system, new technologies, electronic equipment and on-line resources in the performance of duties and trains other library personnel and patrons in using these resources. Uses regional and statewide databases and resources to enhance the collection.

Conducts formal patron instruction in use of the Internet, electronic databases, the on-line catalog, email usage and various informational technology sessions.

Attends staff meetings. Regularly attends meetings and workshops pertinent to professional development.

Routinely functions as daily, evening or weekend Building Supervisor, having first response responsibility for the staff, facility and public.

Performs other similar or related work as required or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Master's degree in Library Science from an ALA-accredited school; three years professional public library experience.

#### **Knowledge, Ability, and Skill**

Working knowledge of the principles and practices of professional public library work.

Knowledge of the organization and management of public library operations.

Knowledge of computer operating systems.

Ability to interact well with staff and the public

#### **Physical Requirements**

Light physical effort required in performing duties under typical library conditions. Intermittent standing