


## TOWN OF WINDHAM

Position Title: Technical Services Librarian Date: \_\_\_\_\_  
Department: Library Incumbent: \_\_\_\_\_  
Reports to: Library Director Supervisor: \_\_\_\_\_  
Classification: Non-Exempt 10 Town Manager:  \_\_\_\_\_

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### General Summary:

This is an administrative and technical position assisting the Library Director in carrying out activities of the Windham Public Library including, but not limited to, coordinating the receiving of books and audio visual materials, cataloging and processing materials, and the maintenance of the library database. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Library Director. Performance is evaluated based on daily observation and results.

### Essential Functions:

- Staffs Technical Services area, cataloging and classifying adult and juvenile materials.
- Identifies and corrects problems associated with the cataloging process.
- Trains and oversees staff and volunteers in the pre- and post-processing and repair of library materials.
- Catalogs all new and donated items; creates records in and contributes to the maintenance of the library catalog.
- Manages interlibrary loan and delivery service.
- Coordinates Outreach Service to eldercare facilities.
- Maintains individual statistics of interlibrary loan, programing and cataloging output.
- Assists with maintenance and promotion of events through the library website, social media, and newsletter. Coordinates the exhibit case and art displays.
- Assists with the maintenance, management and training of the library's integrated library system (ILS).
- Updates library website with current information.
- Attends Minerva cataloging meetings and acts as contact for consortium cataloging issues.

### Other Duties/Responsibilities:

- Participates in providing a safe and welcoming environment at the library.
- Performs other work as may be required in support of the library.

### Competencies:

- Knowledge of current library standards, practices and procedures;
- Ability to exercise sound judgment in following and applying policies and procedures;
- Demonstrates personnel and project management skills;
- Excellent oral and written communications and customer service skills; and

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Technical Services Librarian

Town of Windham

- An ability to develop and maintain effective and professional working relationships with other employees, public officials, the Library Board of Trustees, volunteers and the general public.

Required Education/Experience:

- Bachelor's degree in Library Science or related field from an accredited college or university; Master of Library Science degree preferred;
- Three to five years' cataloging experience working in a public library; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.

Additional Eligibility Qualifications:

- A strong technology background including experience with Microsoft Office programs, databases, and the Internet. Knowledge of Minerva or the Millennium software, desired; and
- The ability to set up and use audio visual equipment.

Working Conditions/Physical Demands:

Moderate physical effort required; normally seated or standing with freedom of movement on a regular basis; operating office equipment, and handling books and supplies. Extensive periods may be spent standing or operating a computer and using hands and wrists in frequent repetitive motions. Interaction with others via face-to-face communication, telephone, email, and written correspondence; flexibility of motion – repetitive sitting and standing assisting staff and citizens; ability to lift 25 pounds.

*The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.