



HUMAN RESOURCES

JOHN G. MCGOUGH
Director

KARLA J. GIGLIO
Human Resource Specialist

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CITY OF SOUTH PORTLAND, MAINE

CIRCULATION LIBRARIAN

The City of South Portland, a forward thinking progressive community of 23,000 located on Casco Bay is currently seeking a dynamic, patron-centered individual to serve as Circulation Librarian to join our team of professionals. The Circulation Librarian works under the direction and guidance of the Library Director and has direct supervision over the day-to-day operation of the circulation and adult services areas of one of Maine's busiest libraries.

The incumbent oversees all areas of Circulation and Adult Services, including circulation desk activities, interlibrary loan, collection development, public computer use, reference services and programming. This position is based out of our main library location, but may involve work hours at our branch location as well.

Work schedule will include evenings and weekend hours. The selected candidate must have the ability to demonstrate strong organizational and interpersonal skills and communicate effectively both written and verbally. Previous supervisory experience is required.

To qualify for consideration, applicants must have a Bachelor's degree and at least five years of previous library and/or other related experience, previous management or supervisory experience. Excellent computer skills, the ability to learn new systems and applications and a fun innovative attitude is a must. This is a non-exempt position, starting at \$20.83 per hour.

Apply on or before Monday, March 22, at 4:30 P.M.

Submit résumé with cover letter to:

City of South Portland
Karla Giglio, Human Resources Specialist
25 Cottage Road
P. O. Box 9422
South Portland, ME 04116-9422
EOE

Circulation Librarian (Librarian 3)

Library Services Department

City of South Portland

Revised, February 2010

GENERAL PURPOSE:

This is an advanced-level professional position responsible for delivering high quality library services to the users of the South Portland Public Library, with awareness of and adherence to the tenets of librarianship and intellectual freedom as articulated by the American Library Association.

The Circulation Librarian is responsible for direct management of the adult services and lending services divisions within the library.

The Circulation Librarian is responsible for maintaining service standards as established by the Library Director. All duties are performed in a patron-centered environment, making certain that services are delivered effectively, efficiently, and professionally to all users of the South Portland Public Library.

All responsibilities require creativity and strong organizational and interpersonal skills. Teamwork and ability to promote positive public and workplace relations must be demonstrated.

SUPERVISION RECEIVED:

This position reports to the Library Director.

SUPERVISION EXERCISED:

This position supervises Librarian 1 and Librarian 2 positions, including Library Pages, Library Aides, Library Assistants and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Circulation Librarian will have specialized duties within the Circulation and Adult Services department, but may also have generalized duties within other service areas of the Library.

- Oversees all areas of Circulation and Adult Services, including circulation desk activities, interlibrary loan, public computer use, reference services and the scheduling and coordinating of events and use of library spaces by outside organizations
- Oversees all adult collection development and maintenance, as well as the organization of collections and presenting library holdings in manners which enable and encourage accessibility
- Oversees supervision, scheduling and training of circulation/adult service employees
- Promotes a positive, welcoming, and safe environment in all Library areas and functions by maintaining a customer service focus
- Responds appropriately to Readers' Advisory and accurately to reference questions
- Oversees cash handling protocols, including deposits
- Responsible for the acceptance and acknowledgement of gifts to the library
- Assists in the general appearance and upkeep of the library
- Uses circulation management system for reporting statistics, maintenance of patron records, and collection development
- Demonstrates leadership in the development and implementation of library programming

- Reports to Library Director on the performance, needs and goals of the Circulation and Adult Services department
- Monitors library security, safety, and health conditions for staff and patrons
- Advocates on behalf of the library in various venues
- Serves as a liaison with the local community and establishes productive relationships with individuals, community groups, and agencies
- Attends workshops, conferences, and meetings and reads professional literature to stay current in field
- Adheres to, supports, and enforces City and Library policies
- Performs other duties as assigned

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Possesses a positive, dynamic and outgoing personality with a progressive attitude toward library services and shows energy, enthusiasm, creativity, initiative, friendliness, and a commitment to excellence in service
- Establishes and maintains effective working relationships employees, supervisors, and the general public
- Supervises, trains, and evaluates library employees and makes decisions based on or consistent with library policies and philosophies
- Possess strong attention to detail, particularly with numbers related to statistical reporting and financial accounting
- Must communicate effectively with all library users in a respectful and professional manner
- Demonstrates excellent verbal and non-verbal communication skills, including the ability to give coherent directions and instruction
- Possesses ability to work independently, exercising initiative and judgment
- Demonstrates ability to do library research/reference work
- Must be comfortable and competent in using computers and other technologies, and able to learn new systems and applications

MINIMUM QUALIFICATIONS:

- Bachelor's degree, with Master of Information and Library Science degree or equivalent experience preferred
- Five years public library experience and/or public service experience, required
- Prior management or supervisory experience, required
- Must have ability to work with numbers accurately and understand verbal and written instructions
- Ability to communicate effectively, patiently, and courteously with City employees, library staff, library users, and other community members
- Ability to handle multiple activities and/or interruptions and to work positively and effectively as part of a team
- Excellent organizational skills
- Attention to detail

PHYSICAL DEMANDS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 20 pounds. The noise level in the work environment is usually moderately quiet.

Hours of work are as necessary to accomplish the position's responsibilities, which will include evening and weekend hours. Regular attendance is a high pre-requisite to maintaining the position.

FAIR LABOR STANDARDS DESIGNATION:

The position is a non-exempt position.

DEPARTMENT:

Library

POSITION GRADE:

Librarian Grade 3

EFFECTIVE DATE:

February 22, 2010

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.