

Town of Boxborough, MA

POSITION: Technical Services Librarian **DEPARTMENT:** Sargent Memorial Library

FLSA STATUS: Non-Exempt **REPORTS TO:** Library Director

GENERAL SUMMARY:

The Technical Services Librarian works under the direction of the Library Director to provide professional and supervisory work in the area of Technical Services, including cataloging, classification, and processing of library materials; collection maintenance; and the implementation of effective procedures and processes.

SUPERVISION SCOPE

Performs a variety of self-directed duties requiring judgment and initiative.

SUPERVISION RECEIVED

The position works under the general direction of the Library Director in accordance with Massachusetts General Laws, and library and library network policies.

SUPERVISION EXERCISED

The position manages adult volunteers, assigning tasks and overseeing their performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs original and/or copy cataloging as required.
2. Prepares and processes materials for circulation.
3. Reviews and updates the catalog records periodically to ensure materials are shelved and cataloged accurately.
4. Cleans, repairs, and deaccessions items as needed.
5. Handles any problems, questions, or concerns relating to Technical Services.
6. Attends information and instructional meetings, workshops, and network committees related to Technical Services.
7. Participates in the public service desk rotation.
8. Provides patron services in person, over the phone or via email respectfully, attentively, effectively, and efficiently.
9. Performs related work as required and assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as illustrations 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.

REQUIRED EDUCATION AND WORK EXPERIENCE

- Master's degree in Library and Information Science from an ALA accredited institution or equivalent.
- Public library experience preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic library cataloging principles and procedures, Dewey Decimal system, and MARC record format.
- Proficient understanding of computers, networks, hardware and software.
- Knowledge of library principles, trends, and services.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Communicate clearly, both orally and in writing.
- Explain network circulation policies and procedures.
- Creatively solve problems, negotiate and handle stressful situations in a positive manner.
- Demonstrate positive attitude, excellent interpersonal skills, cultural sensitivity, and a sense of humor in working with customers, coworkers, and community.
- Initiate, organize, and self-direct work responsibilities under minimum supervision.
- Demonstrate proficiency in Microsoft Windows operating system and Evergreen or other ILS, is preferred.

TOOLS AND EQUIPMENT USED

Computers, calculator, copier, fax machine, telephone and other general office equipment.

PHYSICAL REQUIREMENTS

The physical demands listed are representative of what is required to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to fulfill the essential functions of the position.

- Must be able to verbally communicate information clearly and exchange accurate information with others.
- Must be able to constantly operate a computer and other office productivity machinery, such as a copy machine and computer printer.
- Must be able to move freely around in the library and retrieve books and materials from the ground level shelf as well as the higher shelves. Walking, bending, stooping, reaching, and lifting are required actions.
- Frequently moving materials such as books and office equipment weighing up to 15 pounds and infrequently up to 30 pounds.
- Must be able to work productively and tolerantly in an environment with occasional lengthy periods of noise from programs.

WORK ENVIRONMENT

Work is performed in both the technical services office under typical office conditions, and at the circulation desk in the public area. Work environment is usually moderately noisy but can be loud during children's programs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.

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.

Recommended: July 10, 2023

September 12, 2023

Approved (Name): Personnel Board

Approved (Date): February 13, 2024