

**TOWN OF SOUTH KINGSTOWN  
JOB DESCRIPTION**

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**Job Title:** Librarian I/ Reference Librarian – part-time

**Grade:** 7

**Exempt Y/N:** N

**Department/Division:** Library Services

**Reports To:** Librarian II or III

**Union:** N

**Supervision Exercised:** Over assistants, aides and volunteers

**Date Modified:** 9/08/09

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**Summary of Duties and Responsibilities**

The professional in this part-time position performs a variety of routine and complex clerical and administrative work pertaining to the provision of reference/reader's advisory and interlibrary loan services under the general supervision of the Librarian II/III.

**Essential Duties and Responsibilities**

- Provides reference and reader's advisory assistance to adults, young adults and children by locating information and recommending and locating materials;
- Provides reference assistance using Rhode Island Collection materials and maintains the collection;
- Responsible for the interlibrary loan operation;
- Plans, publicizes and conducts book discussions and other programs for adults throughout the year;
- Assists with the selection of library materials for collection;
- Answers reference questions received by e-mail or mail;
- Assists in maintaining the events calendar;
- Communicates library system plans, policies and procedures to the general public;
- Makes appropriate referrals when necessary to other libraries or other community, municipal, or state resources;
- Assist patrons in learning how to use the library's search tools. These include the OSL on-line catalog, the Internet, and other on-line databases;
- Publicizes the library's services through media releases and on the web site;
- Gathers and reports statistics to supervisor;
- Schedules and coordinates the use of the meeting and conference rooms in accordance with the policies established by the Library Board of Trustees;
- Supervises, trains and schedules volunteers;
- Reads professional literature to be cognizant of new developments and trends in library service;
- Performs other duties as assigned and consistent with this position.

**Peripheral Duties**

- May be assigned a regular schedule of varied days, nights and weekends as required to fulfill the operating hours of the library.
- Assists with circulation, if needed.
- Answers telephone; picks up supplies for programs; provides set-up up for programs.
- Performs work in more than one functional area when working nights and weekends.

**Desired Minimum Qualifications**

**Education and Experience**

Master's Degree in Library Science from an American Library Association accredited graduate program and two or more years of library experience or equivalent combination of education and experience.

Two or more years of reference experience preferred.

Requires valid state driver's license or ability to obtain same prior to employment.

**Necessary Knowledge, Skills and Capabilities**

Considerable knowledge of the principals and practices of modern library operations, particularly those pertaining to adult, public service;

Ability to effectively use the various automated information access resources utilized in a contemporary public library setting;

Knowledge of community library service needs;

Ability to work and communicate effectively verbally and in writing with library patrons;

Ability to listen and respond tactfully to patron concerns and complaints;

Ability to assist patrons in the use of the library;

Working knowledge of library collection development;

Working knowledge of computers, including word processing, graphic and library circulation software;

Ability to drive an automobile;

Working knowledge and skill in the operation of tools and equipment listed.

**Tools and Equipment Used**

Personal computer including word processing, spreadsheet and database applications.

Computer related peripheral equipment.

Desktop and/or 10 key calculator.

One line or multi-line phone.

Fax, copy, and other modern office machines.

Book truck and elevator.

Razors, scissors, screwdrivers, and other small tools.

**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 accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is frequently required to walk, climb stairs, stand for extended periods, sit, talk, hear, and use hands to enter data and lift and/or move library materials up to 25 pounds. In addition, the employee is occasionally required to climb stairs and stepstools and to reach with hands and arms for materials.

The employee is occasionally required to use hands to check materials in and out, to finger, handle or operate objects, tools or controls. Specific vision abilities required by the job include close vision and the ability to adjust focus.

**Physical Environment/Working Conditions**

The conditions are that which are normally found in a public library and/or office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderately quiet.

**Selection Guidelines**

Formal application, rating of education and experience, oral interview(s) and reference checks; job-related tests may be required.

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.

The job description does not constitute an employment agreement between an employer and employee and is subject to change by employer as the needs of the employer and requirements of the job change.

Approved: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved by  
Personnel: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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