

**April 20, 2018 For immediate release**

**JOB: Full-Time Circulation Librarian, *Flint Public Library, Middleton***

**DESCRIPTION:** Approximately 38 hours per week including some evenings and rotating Sundays.

**QUALIFICATIONS:** MLS or Degree Candidate preferred or candidate enrolled in Master's Level program for Information Technology; At least three to five years as a professional librarian; or an equivalent combination of experience and education. A genuine desire and ability to interact pleasantly and effectively with the public is essential.

**SALARY:** \$19.21 per hour with benefits,

**CLOSING DATE:** The position will be opened until filled

**TO APPLY:** Please send resume to Melissa M. Gaspar, Library Director, Flint Public Library, P.O. Box 98, 1 South Main St., Middleton, MA 01949 or by email at: [mgaspar@flintpublib.org](mailto:mgaspar@flintpublib.org) Three professional references will be requested of candidates who are considered for the position.

**DETAILED DESCRIPTION:**

**Knowledge, Ability and Skill**

- Knowledge of library policies and procedures, including automated circulation systems and information technology.
- Thorough knowledge of circulation department operations.
- Broad knowledge of literature and library trends.
- Familiarity and expertise in computer applications and trouble-shooting common problems.

**Ability to:**

- Work independently.
- Handle a great many details, some simultaneously, with accuracy.
- Communicate effectively with others, both orally and in writing.
- Be friendly, pleasant, and have a sincere love of working with people.
- Exhibit pleasant telephone etiquette
- Ability to research information for a wide variety of library users.
- Work pleasantly with other staff members in a supportive team atmosphere.

## **Essential Functions**

*The essential functions or duties listed below 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.*

- Responsible for the selection of adult materials and takes recommendations for items to be purchased.
- Makes presentations to community groups communicating library programs and services.
- As the Circulation Librarian, oversees the operation of the circulation desk to include the registration of new patrons, processing of overdue notices and bills, book reserves and the circulation of all materials.
- Manages the interlibrary loan program for all materials.
- May attend professional library conferences, seminars and network committees; reads professional literature; attends and participates in staff meeting discussions.
- Provides information and assistance to library patrons. Receives complaints or special requests from library users, and makes every effort to follow through in response to them; maintains quality public relations, advising patrons of library programs, procedures and policies.
- Must observe and follow library policies and procedures and help promote the library's programs and services to the community.

## **Physical and Mental Requirements**

*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 the essential functions.*

Employee is frequently required to walk, stand, sit, talk, and hear; use hands to finger, handle, feel or operate objects, tools, or controls, and stoop, kneel, crouch or crawl and reach with hands and arms in physically picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 30 pounds such as files, books, supplies, etc. Ability to read small print and view/operate computer screens, office machines, computers, mobile devices and digital cameras.