



Stoneham Public Library

STONEHAM, MASSACHUSETTS 02180

OFFICE OF THE DIRECTOR

Senior Library Technician

Position Purpose:

The purpose of this position is to provide a variety of clerical, technical, and public outreach activities in support of the adult services and children's division of the library; performs all other related work as required. This work is accomplished through extensive customer contact and using automated library systems. The Senior Library Technician is responsible for maintaining and improving upon the efficiency and effectiveness of all services under his/her direction and control.

Supervision:

Supervision Scope: Performs various responsible library functions; according to prescribed procedures, requiring constant attention to detail, accuracy, initiative and reliability.

Supervision Received: Works is performed under the direction of the Assistant Library Director or Children's Librarian.

Supervision Given: May oversee aides, pages, and volunteers as schedule requires.

Job Environment:

Work is performed under typical library conditions; noise level is moderate at times; evening and weekend hours may be part of regular work schedule.

Operates computers and peripherals, telephone, paper cutter, copier, and other standard office and library equipment.

Has regular contact with other library personnel, publishers, book dealers, and the general public; contacts are in person, in writing, by telephone, and by email.

Errors could result in delay and confusion, loss of service, damage to buildings or equipment, and cause adverse public relations.

Essential Functions:

(The essential functions of 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).

Oversees audiovisual services in the Junior Library.

Develops and executes a program of story hours under the supervision of the Children's Librarian.

Coordinates a monthly program of bulletin boards, case and book displays.

Recommends book and non-book purchases to staff and administrative librarians.

Coordinates acquisition of book materials in the adult services division.

Oversees all invoices and warrants for payment of items purchased by the library.

Performs miscellaneous typing, filing and computer data entry work; maintains bulletin boards; shelves library materials; weeds shelves and maintains collection in proper order; uses photocopier; assists with special projects.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

High school education; or any equivalent combination of education and experience.

Knowledge, Ability, and Skill:

Knowledge. Working knowledge of library principles and procedures. Knowledge of books, authors, and titles. Knowledge of interlibrary loan procedures. Knowledge of Dewey decimal system.

Ability. Ability to deal with the public in a courteous and tactful manner. Ability to work with detail. Ability to perform all duties associate with circulation, cataloging, maintaining and updating library registration, etc.

Skill. Skill in typing and in use of other standard office machines. Interest in reading. Skill in computer operations.

Physical 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. Moderate physical effort required in performing functions, under typical library conditions. Intermittent walking, reaching, crouching, climbing, and similar activities. Ability to use a keyboard. Incumbent is required to lift and shelve

books, and move boxes of books which may weigh up to 30 pounds.

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