

POSITION DESCRIPTION**GE-18****Town of Needham Reference Librarian/Audio-Visual Specialist****3/2017**

Under general supervision of the Reference Supervisor, perform a variety of activities as an information source to the community and administer the library's audio-visual materials collection.

Duties:

Advise and assist patrons in selecting, locating, and utilizing library resource materials through knowledge of print materials, the computerized catalog, electronic databases, the Internet, and CD-ROM products. Instruct the public in the use of these resources through individual instruction and scheduled classes. Provide answers to patrons' questions, both ready reference or in greater bibliographic depth, and assist the Reference Supervisor in coordinating efficient and successful research, information, and reader's advisory services. Perform on-line regional, statewide, and national database searches for patrons requesting specialized books, periodicals, and information.

Responsible for the administration of the Library Audio-Visual collection, including music CDs and cassettes, books-on-tape, videocassettes, and CD-ROMs. Review, evaluate, select, and order all items for the Audio-Visual collection. Coordinate the display and organization of all materials. Supervise the replacement, mending, weeding, and upkeep of the collection.

Responsible for the administration of the Library Periodical collection. Review, evaluate and select all materials for that collection. Supervise upkeep of collection, including annual weeding and maintenance of periodical and union lists.

Evaluate, review, and select books for assigned segment of the library's non-fiction book collection. Periodically evaluate collection for purposes of currency and accuracy of information. Participate in the continuous evaluation of the Reference Collections.

Schedule and create exhibits in the library display cases. Create publicity highlighting library collections and activities.

Provide information to patrons on library policies, activities, facilities, rules and services. Troubleshoot computer and other equipment problems when necessary.

Actively participate in professional library network committees and activities, including the Minuteman Library Network Audio-Visual Roundtable and other appropriate Minuteman committees. Attend professional meetings, seminars, and continuing educational opportunities.

Assume responsibility for the Reference area in the absence of the Reference Supervisor.

Perform other duties as required.

Basic Knowledge:

Position requires a Masters degree in Library Science.

Experience:

Position requires 2-3 years experience in professional library reference service, plus audio-visual experience and expertise.

Independent Action:

Establish own work plan and priorities to assure timely completion of work in conformance with established Library policies and practices. Recommend reference book purchases to the Reference Supervisor.

Supervisory Responsibility:

Provide guidance to library employees in activities relating to the Audio-Visual Department and the Periodicals Collection. Responsible for the operation of the Library on scheduled evenings and Saturdays. Supervise professional and clerical staff in the absence of the Reference Supervisor.

Physical and Environmental Standards:

- Environment subject to constant high public traffic volume, noise, odors, etc.
- Constant interruptions to assist citizens.
- Extended periods at terminal, on telephone, operating with public at several types of workstations (PAC terminals, CD-ROM workstations, Internet terminals), operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting of books and indexes. Regular lifting of files, documents, records, etc. Frequent moving of book carts around the department.
- Some travel by personal automobile to neighboring towns.
- Evening and weekend work required.
- Frequent standing, walking, bending, reaching, climbing stairs.