



NOTICE OF OPENING EXTENDED

TALKING BOOKS SERVICES LIBRARIAN (GRADUATE LIBRARIAN 2)

The Worcester Public Library is seeking candidates for the position of Talking Books Services Librarian! This is a professional position working under the supervision of the Head of the Worcester Talking Book Library with overall oversight by the Head Librarian. This position is responsible for outreach, cataloging, and readers' advisory services for individuals with a visual, physical or reading disability and involves collaborating with those organizations that serve them. This position also includes supervisory responsibility as assigned. The ideal person in this position will possess excellent interpersonal, communication, and customer service skills and have experience working with diverse populations in an urban environment.

SALARY: \$44,852.70 – 65,264.96 annually; \$21.49 – \$31.27 hourly

ESSENTIAL JOB FUNCTIONS:

- Plans, implements and coordinates outreach services to people with a visual, physical or reading disability in the Central Massachusetts area
- Develops and implements publicity campaigns to promote the Massachusetts Talking Book program for multi-type libraries, institutions and agencies that serve this population
- Provides excellent Reference and Readers' Advisor service by phone, in person and online for adults, young adults and children with a visual, physical or reading disability, as well as for caregivers and agency personnel who work with and advocate for these people
- Develops, maintains, and promotes the Worcester Talking Book Library's collection in various formats, including digital audio, large print, print braille, as well as acquisition of other appropriate material formats not provided by the Library of Congress (NLS) program
- Performs original (including complex) and copy cataloging of all formats of library materials and adapts online records according to guidelines in all subject areas and languages to facilitate their identification, access, retrieval and use
- Conducts bibliographic searches using print sources, public access catalog and current technologies
- Instructs in the basic use of specialized computer software applications, adaptive electronic equipment and adapted computers
- Provides service with a team of professional and paraprofessional staff
- Assists with the preparation of newsletters, bibliographies in specialized formats and statistical reports as needed
- Represents the Worcester Talking Book Library to the community at-large and at regional, state and national library conferences
- Keeps informed of professional and community developments affecting the library and librarianship
- May schedule, supervise and evaluate pages, interns and volunteers
- Supervises all staff in the absence of the Head of the Worcester Talking Book Library
- Interprets library services and policies to patrons in a clear and courteous manner
- Contributes to creating an environment oriented to trust, open communication, creative thinking, and a cohesive team
- Actively participates in staff development and training opportunities

- Works at various locations within the library system, including mobile library services as assigned
- Performs other duties, as assigned, consistent with the functions of the work unit and level of responsibility

MINIMUM JOB QUALIFICATION STANDARDS FOR PERFORMING ESSENTIAL JOB FUNCTIONS:

- Demonstrated knowledge of search skills using paper and electronic resources
- Demonstrated skills in planning, organizing and implementing programs and presentations
- Demonstrated proficiency in current and emerging technologies and their applications
- Excellent interpersonal, written, and verbal communications skills and the ability to communicate with professional and paraprofessional staff about concepts, ideas, and requirements
- Strong commitment to consistent excellent customer service to a diverse population in an urban environment
- High level of professionalism and commitment to the organization
- Embrace opportunities to learn in a changing environment
- Ability to maintain confidentiality of patron information
- Ability to use PC-based library and adaptive technologies
- Ability to create positive working relationships in a team environment
- Ability to initiate, organize, and self-direct work responsibility under moderate supervision
- Ability to collaborate and create positive working relationships with all staff
- Ability to push book carts and bins loaded with library materials
- Ability to reach and retrieve library materials at high and low shelf heights
- Ability to stand and or sit for prolonged periods of time
- Ability to perform bending, stooping, lifting, pushing, and twisting
- Ability to perform repetitive hand and arm motions for prolonged periods of time
- Ability to move or lift up to 50 lbs.
- Knowledge of the principles and correct usage of the English language including grammar, punctuation and spelling

PREFERED QUALIFICATIONS:

- Ability to speak a language other than English

MINIMUM REQUIREMENTS:

Education: Master's in Library Science Degree from a library school accredited by the American Library Association or approved by the Massachusetts Board of Library Commissioners

Experience: Relevant experience will be considered. Experience working with individuals who have a visual, physical or reading disability, preferred.

Preferred: 1-2 years cataloging experience with a solid knowledge of ALA's Anglo-American Cataloging Rules (AACR2) and familiarity with doing original cataloging of library materials, preferred.

Proficiency in descriptive cataloging, subject cataloging, Library of Congress Subject Headings (LCSH), as well as MARC21 standards and at least one classification scheme such as LCC or DDC, preferred

Schedule: Includes evening and weekend assignments and may include working assignments in other departments and locations

Travel: Ability to travel to required locations in a timely manner. A valid driver's license is required

CORI/SORI: Must pass Criminal/ Sex Offender Background Check

To apply, please visit: www.worcesterma.gov/employment or send resume and cover letter on or before **Friday February 9, 2018**, to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. EOE/AA employer. Preference is given to Worcester Residents.

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

The Worcester Public Library makes every effort to support ALA's "Core Competences of Librarianship" <http://www.ala.org/educationcareers/careers/corecomp> as approved and adopted as policy by the ALA Council, January 27th 2009 and, as an Affirmative Action/Equal Opportunity Employer, values diversity and aims to have its workforce reflect the community. The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply. Direct inquiries to: City Hall Human Resources 109, 508-799-1030, HR@worcesterma.gov