



LIBRARIAN 1 – PERIODICALS

The Worcester Public Library is seeking candidates for the position of Librarian 1 – Periodicals! This is a paraprofessional position working under the supervision of the Periodicals Supervisor and Government Documents Assistant with overall oversight by the Public Services Coordinator. The person in this position will provide excellent customer service to patrons from a highly visible, busy public service desk. The individual will also be responsible for performing copy cataloging, clerical/ administrative work, and assisting patrons in the use of the library services, facilities and equipment, interpreting library policies to patrons and be involved in all operations related to circulation of periodicals. The successful candidate will possess excellent interpersonal, communication, and customer service skills and have experience working with diverse populations in an urban community.

SALARY:

\$27,216.34 - \$36,399.77 annually; \$13.04 – 17.44 hourly

ESSENTIAL JOB FUNCTIONS:

- Provides excellent front line customer service by working directly with diverse populations
- Staffs public service desk, retrieves periodicals and assists patrons with online and print resources, microform readers, and copy machines
- Process periodicals by copy cataloging and maintaining local holdings information
- Conducts elementary bibliographic searches and updates periodical records
- Records and maintains statistical reports for the department
- Performs tasks for checking, filing, compiling and maintaining records dealing with the service area
- Stays abreast of library updates, such as but not limited to, reading email, meeting minutes, designated message boards, attending meetings as assigned
- Assists in maintenance of equipment and troubleshooting technical problems
- Assists with reference email and OCLC requests using email, microfilm, scanners, and other technologies
- Assists professional and paraprofessional staff with special projects
- 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 cohesive team effort
- Actively participates in staff development and training opportunities
- Works at various locations within the library system, including mobile library services
- 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:

- Enthusiastic self-starter with professional demeanor and ability to work well with the public
- Excellent organizational skills, and the ability to plan and prioritize work effectively to ensure completion of work
- Excellent interpersonal, written, and verbal communication 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 fast-paced changing environment
- Demonstrated proficiency in current and emerging technology
- Ability to establish and maintain effective working relationships with co-workers, supervisors, volunteers, vendors, and citizens using or working in the library
- Ability to provide information and guidance clearly, courteously and pleasantly to patrons

- Ability to be flexible and to easily handle varying work assignments
- Ability to work independently and as part of a team, which may include community outreach
- Ability to create positive working relationships with a diverse staff
- Ability to learn and use library technologies
- Ability to maintain patron confidentiality
- 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

PREFERRED QUALIFICATIONS:

- Ability to speak a language other than English

MINIMUM REQUIREMENTS:

Education: High school diploma or equivalent

Experience: One year of data entry experience and/or community public service work, such as library, bookstore, or equivalent. Specific courses that have hands-on experience may be substituted for work experience

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

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

CORI/SORI: Must pass a 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 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/ala/educationcareers/careers/corecomp/corecompetences/index.cfm> 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