



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

EXTERNAL JOB POSTING

The City of Pawtucket is posting the following TEMPORARY position:

	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Library	Library	TP/Librarian I	\$26.43/Hr.

Hours: Flexible 35 hours per week schedule, including two evenings and alternate Fridays and Saturdays.

***Minimum Requirements upon application**

Copy of the following is required upon application:

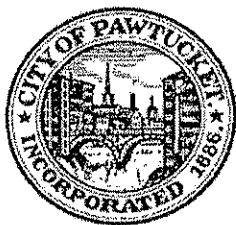
- **Specializing in Library I (specializing in Reference Services).**
- **Master's degree in Library Science from an ALA accredited school and course work in area of specialization. Employee must have knowledge of library resources and procedures. Employee must also have knowledge of current technological applications for information access and ability to utilize these resources with a high degree of accuracy and proficiency.**

Candidates must meet minimum qualifications as stated in job description

Application Period: July 28, 2017- until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.

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CITY OF PAWTUCKET

Job Description

Job Title: LIBRARIAN I
Department: LIBRARY
Reports To: IMMEDIATE SUPERVISOR
Pay Grade: R43
Prepared By: AG/sr
Prepared Date: JULY 2000
Approved By: SR
Approved Date: FEBRUARY, 2001
Revised Date: Result of reclassification

SUMMARY

Performs entry level work as a professional librarian

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Providing professional reference assistance and reader's advisory service to library patrons
- Participating in the development of the library's collection
- Supervising and training other staff members
- Handling emergency situations that arise during the weekend or evening hours
- Cataloging and classifying library material
- Entering material into computer files
- Maintaining and developing various files and indexes
- Writing grants and researching special projects
- Filling and processing interlibrary loan requests
- Planning, presenting and publicizing library programs
- Advising department head in the development of policies and procedures
- Representing the library in the community and professional meetings
- Compiling bibliographies and making written contributions to library publication
- Performing related work as required

- Assisting other departments when needed.
- Instructing others in use of library resources
- Maintaining work area in good order
- Compiles statistics and develops reports relating to area of responsibility

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Master's degree in Library Science from an ALA accredited school, and course work in area of specialization. Employee must have knowledge of library resources and procedures. Employee must also have knowledge of current technological applications for information access and ability to utilize these resources with a high degree of accuracy and proficiency.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to respond to common inquiries or complaints from library users. Ability to write reports, business correspondence, and procedure manuals. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to library users, top management, public groups and/or boards of trustees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as a discount, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry. Ability to interpret bar graphs and charts.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to function as a member of a team to achieve library goals and objectives.

CERTIFICATES, LICENSES, REGISTRATIONS

None required

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Must be able to use a computer keyboard.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, numerous people talking at normal levels.