



TOWN OF PUTNAM

Municipal Complex

200 School Street

Putnam, Connecticut 06260

Telephone: (860) 963-6800

Adult Services Librarian

September 2023

The Town of Putnam is accepting applications for the position of Adult Services Librarian at the Town's Public Library.

Position Summary: Under the supervision of the Library Director, the Adult Services Librarian is responsible for the development of adult programming and performs tasks involved with the computerized transactions of library material to the public. The Adult Services Librarian participates in the planning and evaluation of programs, services, and goals of the entire library. Essential functions include but are not limited to:

1. Researches and recommends adult programs and contracts various agencies for assistance in such programs.
2. Plans, organizes, and directs adult programs including facilitation of book discussion groups.
3. Maintains, records and statistics related to the Library's adult patronage and program attendance.
4. Writes news releases and prepares publicity for adult programs.
5. Uses library automated system efficiently for transactions in the checking in and charging out of library materials, processing patron records, and determining materials status.
6. Monitors patron activities in the library, handling problems as they occur.
7. Participates in library-wide planning and decision making as a member of the library management team to improve the quality of library services.
8. Answers patron informational and directional questions.
9. Maintains accurate and up-to-date patron database, registers patrons for Library cards.
10. Performs duties and tasks associated with the operation of the registration desk and switchboard.
11. Responsible for switchboard operation, routing incoming calls, taking messages, and relaying same.
12. Serves on committees and supervises staff as assigned.
13. Attends meetings, workshops, and seminars.
14. Performs other related duties as required.

Required Qualifications:

1. Graduation from an accredited 4-year college or university, and 3 years' experience in a library, including library automated systems experience or any equivalent combination of training and experience which provides the following:
 - Ability to plan, organize and administer a department.
 - Demonstrated management and supervisory skills.

- Ability to learn and use the library computer system with a high degree of efficiency.
- Excellent written and verbal communication skills. Strong public speaking skills are required.
- Ability to work well under pressure, independently, and pay close attention to detail.
- Ability to delegate work effectively.
- Ability to set own priorities for work to be done and meet deadlines.
- Ability to establish and maintain effective working relationships with staff members, government officials, and the general public.

Compensation:

This full-time, hourly, non-union position is based on a typical 35-hour work week schedule. Weekly expected hours are Monday/Wednesday, 12 – 8 pm, Tuesday/Friday, 10 – 5 pm, and Saturday 10 – 3 pm.

The expected hourly rate is: \$ 22.00 per hour, with negotiation depending on experience. There is health, dental, pension and other benefits with this position. Vacation, personal leave, and sick leave accruals are applicable.

Work Environment and Physical Demands:

This job operates in a professional office environment with occasional related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls, or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

EEOC STATEMENT:

It is the policy of the Town of Putnam to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. In addition, the Town of Putnam will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

Questions concerning this position, should be directed to the Library Director, Priscilla Colwell at (860) 963-6800 ext. 210.

Please send resumes and cover letters electronically to mariah.clifford@putnamct.us. Closing date for this position is Friday, September 29, 2023.