



TOWN OF PUTNAM

Municipal Complex

200 School Street

Putnam, Connecticut 06260

Telephone: (860) 963-6800

Technical Services Librarian

September 2024

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

Position Summary: Under the supervision of the Library Director, the Technical Services Librarian is responsible for providing library materials to the public in a timely manner through classification, cataloging, processing and inter-library loans. Performs tasks involved with the computerized transactions of library materials to the public. Essential functions include but are not limited to:

1. Receives delivery of ordered library materials and checks against order.
2. Attaches library materials to records in shared Bibliomation database, adding barcode and call number, editing and verifying holdings information including call number, collection code, item type and list price for each.
3. Processes library materials for circulation (covers, call number label and stamps).
4. Performs maintenance duties on library materials, including replacing covers on books, replacing spine labels and cleaning DVDs.
5. Processes inter-library loans through Evergreen and inter-library system, keeping records and statistics and generating reports as required.
6. Withdraws from Evergreen database all lost, paid, damaged and discarded materials.
7. Uses library automates system efficiently for transactions in the checking in and checking out of library materials, processing patron records, and determining material status.
8. Ability to handle multiple activities at once and to work positively and effectively within a team model.
9. Circulation desk duties as needed.
10. Answers patron informational and directional questions.
11. Attends meetings, workshops, and seminars.
12. All other duties assigned.

Required Qualifications:

1. Graduation from an accredited 4-year college or university, and 2-3 years' experience of cataloging and technical processing, or any equivalent combination of training and experience which provides the following:
 - Must have knowledge of cataloging principles and procedures.
 - Must have knowledge of various computer programs, bibliographic support systems and the internet.
 - Excellent written and verbal communication skills.
 - The ability to function independently, have flexibility, and set own priorities for work to be done and meet deadlines.
 - The ability to produce required reports, printouts, and data as needed by various departments and to assist others with computer needs and services.

- 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-Friday, 10 – 5 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. Position will remain open until filled.