

**Town of Pittsfield
Librarian**

The Pittsfield Public Library, a department of the Town of Pittsfield, is seeking an individual with proven leadership and vision to serve as the Librarian. Graduation from an ALA accredited college or university with a master's degree in Library Science, supplemented by considerable experience in the operation of a library, including internal administration and developmental activities; or any equivalent combination of training and experience.

Salary: Competitive, commensurate with experience.

Employment package, including job description, is available from the Town of Pittsfield, 112 Somerset Avenue, Pittsfield, ME 04967- (207) 487-3136 or www.pittsfield.org. Application, cover letter and resume, with 3 professional references, will be accepted until Friday, December 21, 2018 at 12:00PM. EOE

Town of Pittsfield, Maine

Job Description

Department: Administration / Library

Job classification: **Librarian**

Reports to: Town Manager

Supervises: Library Staff and Volunteers

Nature of Work

The Librarian performs professional work and is responsible for the direction of the overall operation and services provided by the Pittsfield Public Library.

Responsibilities include, but are not limited to, the following: daily operation of the Library, including library staffing, policy development and implementation, programming, budgeting and budget control, management of library collection, recommending policy adjustments, management of library accounts, building maintenance and planning, and public relations.

The Librarian works with considerable independence in the day to day operations of the Library, but as Town Department Head, works under the general supervision of the Town Manager. The Librarian also works with the Library Trustees, and cooperatively within the community, to further the Library's programs and services and to meet community needs.

Illustrative Examples of Work

1. Responsible for complete planning, coordinating and operating all aspects of the Library.
2. Maintain and care for all property and equipment used in the library; keep an inventory of all such property and equipment. Responsible for the security of library property, building and grounds. Ensure that building is always kept secure, clean, and attractive to patrons.
3. Direct the library work force to insure efficient and effective departmental operation.
4. Exercise all power and duties conferred or imposed by State law, local ordinances, or Trustees' vote.
5. Select library materials based on an evaluation of local needs and reviews; acquire such materials quickly and at advantageous discounts by selecting appropriate vendors, maintaining an efficient system for order preparation and placement, and overseeing processing of materials as they arrive.
6. Establish priorities; develop necessary plans, including staffing needs, for the implementation of those services, innovative ideas, or solutions to problems. Anticipate needs, problems, recognizes trends.
7. Develop and implement all policy and programs necessary to reach Library goals.
8. Develop programs/activities, responsible for developing and overseeing all educational/cultural programming sponsored or facilitated by the library. Supervise daily activities of the department.
9. Assist with circulation and daily functions of the library when necessary.
10. Take measures to ensure the return of overdue library materials. Develops the collection and maintains it. Resolve conflicts regarding overdue materials.
11. Responsible for petty cash collected from fines, copies and lost books.
12. Operate office machines and copier, microfilm reader, maintains computer software and hardware.
13. Oversee the selection, procurement, maintenance, and withdrawal of all materials in the Library collection (reviewing, purchasing, cataloging, classifying, removing outdated and/or uncirculated materials) with an eye to effectively utilize the space in the library building.
14. Maintain statistics and records of Library usage.
15. Interview and hire part-time and full-time library employees, promotion, supervision, evaluation, scheduling, training, and discipline under the general guidance of the Town Manager. Administers the Town personnel programs and policies, schedule and assign duties, or delegate the responsibilities to his/her designee.

16. Promote the recruitment and recognition of volunteers to assist paid staff.
17. Serve as Technology Coordinator for library, maintain Library website and social media.
18. Coordinates library programs with area educational, recreational and work programs, and with outside organizations such as schools, historical societies and other community-based groups.
19. Know and uphold nationally recognized standards and professional codes of ethics regarding intellectual freedom, confidentiality of patron records, etc. and sees that all staff know and follow them.
20. Prepare and submit, with assistance of Library Trustees, the annual Library budget to the Town Manager.
21. Submit all department bills and payrolls to insure payment on a timely basis.
22. Prepare monthly and yearly reports on the operation of the Library for the Town Manager, Town Council and the Library Trustees.
23. Develop and administer annual department budget including personnel, materials, maintenance, equipment, and all supplies necessary for the operation of the library. Develops cost estimates, bid specifications, and five-year capital improvement program under the direction of the Town Manager. Present and defend requests to the Town Council. Monitor expenditures and revenues to ensure efficient and effective use of available resources in the department. Maintain records of all capital items and monitors Library trusts and endowments.
24. Assist the general public, municipal employees, Library Trustees and Town Council to maintain and promote standard and efficient business practices.
25. Work with the Town Council, Town Manager, and Library Trustees to formulate the goals and objectives of the Library.
26. Instruct patrons in the proper use of the library computer resources, online catalog and internet, from resources available within the library, or from other sources.
27. Attend meetings of the Library Trustees. Assists chairperson in preparing agendas.
28. Serve as liaison between library and community, maintain active program of public relations.
29. Answer inquiries and complaints from citizens, Library Trustees, and others on matters relating to the Library and its operation.
30. Serve as a member of the Town's administrative management team by participating in training, strategic and comprehensive planning, problem-solving, and other management programs.
31. Perform library-related duties as required.

Requirements of Work

1. Thorough knowledge of the accepted practices and principles of library administration.
2. Thorough knowledge of the educational and programmatic development of a library, knowledge of departmental rules and regulations.
3. Experience in all aspects of the development of a library.
4. Experience in budget preparation/administration.
5. Ability to perform basic mathematical/financial computations.
6. Ability to provide library services to the diverse members of the community.
7. Ability to select appropriate materials for the library collection.
8. Working knowledge of automated library systems and microcomputers.
9. Skill in the operation of computers and computer software programs.
10. Knowledge of the Dewey Decimal System of classification, ability to perform alphanumeric filing.
11. Experience in personnel management, ability to supervise and direct others.
12. Ability to instruct and train Library personnel in library methods and procedures.
13. Ability to plan, organize, motivate, discipline, and supervise a diverse group of people, and to bring opposing views and priorities together by constructive means and consensus making.
14. Ability to arrange or deal with tasks in order of importance.
15. Ability to work independently, is dependable and punctual.

16. Ability to make constructive changes and adapt to new situations.
17. Ability to provide leadership, to deal courteously and effectively with others, and to establish and maintain relationships with supervisor, department heads, staff, volunteers, Library Trustees and the public.
18. Ability to maintain composure in difficult and emotionally challenging situations.
19. Ability to speak before large groups.
20. Ability to work closely with citizens and civic groups interested in the operation of the library.
21. Ability to establish and maintain effective working relationships with staff, general public, other library personnel and library patrons.
22. Interpersonal skills necessary to deal fairly, impartially, courteously, and effectively with subordinates, peers, and the public.

Essential Functions

1. Ability to express oneself in such a way that one is readily and clearly understood, both verbal/written.
2. Communication skills necessary to clearly state and interpret policies and procedures to patrons.
3. Interpersonal skills necessary to deal fairly, impartially, courteously, and effectively with staff/patrons.
4. Physical ability to lift, push, and pull objects weighing up to 40 lbs.
5. Physical ability to carry, push, reach, stretch, bend, and stoop in order to perform illustrative examples of work listed above.

Desirable Training and Experience

Graduation from an ALA accredited college or university with a master's degree in Library Science, supplemented by considerable experience in the operation of a library, including internal administration and developmental activities; or any equivalent combination of training and experience.

Progressively responsible professional experience in a public library.

Thorough knowledge of the accepted practices and principles of library administration.

Know and uphold nationally recognized standards and professional codes of ethics regarding intellectual freedom, confidentiality of patrons' records and sees that all staff know and follow them.

Experience and ability in personnel management.

Ability or experience in budget preparation, perform basic mathematical and financial computations.

Interpersonal skills necessary to deal fairly, impartially, courteously, and effectively with supervisor, department heads, staff, volunteers, advisory board members and diverse members of the community.

Take responsibility for developing a broad knowledge of the world and the ways in which it is portrayed through books and other material, by engaging in regular personal reading in many subject areas, reading reviews, talking to patrons, etc.

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:	
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other:

Last Name	First Name	Middle Name		
Address Number	Street	City	State	ZIP Code
Telephone Number(s)	Social Security Number			

If you are under 18 years of age, can you provide the required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

Have you ever been employed with us before?

If Yes, give date _____

Yes No

Are you currently employed?

If Yes, give date _____

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant from employment.

Yes No

If Yes, please explain: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Indicate any foreign language(s) you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training, received in the United States Military.

Employment Experience

Start with your present or last job. Include and job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

		Production/Mobile Machinery (List):	Other (List)
<input type="checkbox"/> CRT	<input type="checkbox"/> FAX		
<input type="checkbox"/> PC	<input type="checkbox"/> Excel		
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System		
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Microsoft Word		

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities in such a job or occupation is attached.

Yes No

References

1.	_____	_____
	(Name)	(Phone Number)

	(Address)	
2.	_____	_____
	(Name)	(Phone Number)

	(Address)	
3.	_____	_____
	(Name)	(Phone Number)

	(Address)	
4.	_____	_____
	(Name)	(Phone Number)

	(Address)	

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at anytime and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No

Interviewer _____ Date _____
Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open Yes No

Position Applied For: _____

DATE _____

NOTES: