



November 18, 2022 **Job Posting**

| Grade G | | Librarian II – Collection Services | | Job Posting | |
|----------------|-------------------------------------|------------------------------------|--|-------------|--|
| Direct Report | Head of Collection Services | Salary | Hiring Range \$31.49-\$36.89 per hour | | |
| Department | Library | FLSA | Non-Exempt | | |
| Division | Collection Services | Bargaining Unit | Non-Union | | |
| Hours/Benefits | 37.5 Hours Weekly/Benefits Eligible | Location | Library | | |

Summary

A senior librarian position that ensures users receive high-quality, inclusive, and equitable library service and easy access to physical and digital collections. Supports all aspects of the collection development and acquisitions. Assists in the continuous improvement of efficiency and workflow and oversees the Collection Services Division in the absence of the Division Head.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists the Division Head with the daily Collection Services operations and oversees the division in the absence of the Division Head.
2. Manages digital resources, including setting up trials, licensing, interpreting usage statistics, and maintaining digital access points.
3. Assists with the acquisition, processing, and cataloging of physical and digital library materials.
4. Analyzes existing collections, community trends, and library data to improve collection performance.
5. Keeps abreast of DEIA best practices in library collection development.
6. Responsible for selection and assessment off library materials as assigned.
7. Customizes and optimizes the ILS user-interface for both public access and staff statistical reporting.
8. Identifies, reports, and proposes solutions to problems that impact daily operations of the division.
9. Compiles service and usage statistics for ARIS and as assigned by the Division Head.
10. Staff's public desks as scheduled.
11. Keeps abreast of library and network policies and procedures.
12. Provides guidance to front-line staff with interpretation and enforcement of library policies as needed. Determines when issues need to be referred to the Division Head or Library Director.
13. Recommends updates and changes to the collection development, lending, and fee policies.
14. Researches and recommends new tools, software and equipment related to classification, cataloging, and access of library materials.
15. Participates in hiring selected division personnel.
16. Contributes to divisional and library-wide strategic planning.
17. Participates in division and leadership team meetings. Responsible for timely, clear, and effective communications both within the division and the across the library.
18. Provides direct assistance to library users as needed. Services include reference, research, reader's advisory, and instruction in the use of materials, equipment, and technology.
19. Informs library users of and enforces library policies.
20. May assume responsibility for staff and building in the in the absence of the Director, Assistant Director, or Division Heads.



November 18, 2022 **Job Posting**

Work Hours

37.5 hours per week, including one scheduled weekday evening and a full-day Saturday rotation. Eligible for Sunday hours at 1.5 OT rate. May require flexibility in scheduling to supplement desk coverage, participate in outreach events or special programs.

Minimum Qualifications

1. Graduation from an accredited college or university with a Bachelor's Degree in any subject;
2. Master's Degree in Library Science or a closely related field; and
3. At least three (3) years of professional-level library experience; or
4. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached position description for **Librarian II – Collection Services**. Applicant should state education, training, and experience which they feel has provided them with the required knowledge, skills, and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full Job Description is available upon request
Sean D. Donahue
Human Resources Director
The Town of Reading is an Equal Opportunity Employer