

**MERIDEN PUBLIC LIBRARY
LIBRARIAN III
HEAD OF COMMUNITY SERVICES**

NATURE OF WORK

This is supervisory library work involving the management of a major library division. Work involves responsibility for the direction of community outreach and adult programming. Division heads are expected to solve technical and administrative problems independently within the framework of established library policy.

SUPERVISION RECEIVED

Work is performed under the general direction of the Director of Library Services who reviews it through reports, conferences and observation of results.

SUPERVISION EXERCISED

Supervision is exercised over professional and clerical personnel engaged in a variety of library work involved with community outreach services, adult programming, and public relations.

EXAMPLES OF WORK

Plans, directs, and supervises all aspects of the library's adult programming, and community outreach services.

Plans and assigns the work of subordinates; develops work procedures, and schedules and reviews work done in the division.

Plans, directs, and supervises all public relations and marketing initiatives including oversight of the library's website, social media outlets, and press releases

Designs, distributes or supervises the distribution of promotional materials highlighting adult programs and services are designed and distributed.

Publishes library newsletters and electronic program and service bulletins for both in and out of library access

Plans, directs and supervises Bookmobile services including monitoring and ensuring proper maintenance of the vehicle, determining location and schedules of service, selecting books and other materials for various age groups served by the bookmobile.

Plans and organizes special events, programs and services based on the needs and interests of the community. Develop and conducts educational, cultural and recreational enrichment through library programs for adults that encourage lifelong learning and use of the library facilities, materials and technologies.

Manages use and reservations of library meeting rooms for both library and outside organizations.

Posts notices of emergency closings or other interruptions of library service on local media outlets.

Performs reference responsibilities on the public service desk

Provides positive public relations and customer service practices.

Familiarizes self and trains staff in the use and operation of computerized systems.

Develops long-range plans and objectives for outreach services and presents them to the Director of the Library.

Reads professional publications and book reviews to keep informed of new publications; attends conferences and seminars to acquire additional professional knowledge.

Handles daily issues with staff and patrons including difficult and/or disgruntled patrons

May perform regularly scheduled security duties or handle facility and emergence management in the absence of the Library Director and Head of Public Services Librarian

Performs related work as required.

MINIMUM QUALIFICATIONS REQUIRED

Masters of Library and/or Information Science (MLS or MLIS) Degree from an accredited college or university and considerable professional experience in library work including some supervisory experience.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of professional library principles, methods, and materials.

Considerable knowledge of library reference procedures, research materials and tools.

Considerable knowledge of library's materials collection and databases, reader interest levels, books and media, literature and authors.

Ability to analyze professional and administrative problems, make responsive recommendations and take appropriate action.

Ability to plan, organize, and direct the work of a group of professional and support staff in a manner conducive to full performance and high morale.

Ability to express ideas clearly and concisely, orally and in writing, to groups and individuals.

Ability to interpret library policies and objectives effectively, and to establish and maintain effective relationships with library patrons and community groups.

PHYSICAL, MENTAL EXERTION/ENVIRONMENTAL CONDITIONS:

Works in an open setting subject to continuous interruptions and background noise. Exposure to computer screens on a daily basis. May be required to lift and move 10 to 20 pounds, for example, books, audiovisual equipment, office supplies.

Salary– Grade G

Compensation: Supervisors and Professional UPSEU 424, Grade G. Starting commensurate with experience.

October 1, 2018

