



**Town of Belmont
Employment Opportunity**

The Town of Belmont is now accepting applications for the **full-time** position of:

Coordinator of Reference & Public Services

for the

Belmont Public Library

Starting Hourly Rate: \$36.687

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of October 2nd, 2020.

The Belmont Public Library is seeking a creative, enthusiastic, organized, and hardworking Librarian to develop, direct, and review the library's adult information and public service functions including reference, outreach, and teen services. This is a full time 35 hour per week position, not only handling the public service functions, but also supervising the reference department and assisting the Library Director in overseeing day-to-day operations. The Coordinator of Reference & Public Services manages the Library on a rotation with the Coordinator of Technology & Technical Services when the Library Director is out of the building. On nights and weekends, there is a rotating Person in Charge.

The Coordinator of Reference & Public Services plans, organizes, assigns and manages work activities of department staff to realize the department work goals, ensures consistent application of department and library policies, procedures and guidelines. This position maintains current knowledge of reference materials, research methods, online database s and internet and oversees adult fiction, non-fiction, reference and local history collection development. In addition, the Coordinator of Reference & Public Services protects the library brand and drives consistency of promotional materials across the library. This position is responsible for managing all aspects of the volunteer program including identifying and planning volunteer opportunities as well as recruiting and training of volunteers to perform the jobs. Works with other community organizations and town departments to plan library programs. In addition, this position assists the Library Director on major reporting efforts to the Town and Mass Board of Library Commissioners.

Master's degree in Library Science from an ALA accredited school, three years public library experience that includes automated library systems, with two years supervisory experience preferred. Knowledge of adult literature and programming, principles and practices of library work and use of library resources and information technology required.

This is a full time 35 hour per week position covered under a collective bargaining agreement with the Belmont Librarian's Association. The starting hourly rate is \$36.687 and qualifies for the Town's comprehensive benefits package, including health, dental and life insurance, paid vacation, sick, personal and holiday leave. This position also qualifies for the Town's pension plan.

Applications/Resumes accepted at the Town of Belmont, HR Department, 455 Concord Ave, Belmont, MA 02478, or humanresources@belmont-ma.gov or fax 617-993-2741 by October 2nd, 2020.

EEO



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov

Town of Belmont
Job Description
Coordinator of Reference & Public Services

Department: Library
Unit: BLA
FLSA Category: Non-Exempt
Hours-per-week: 35
Last Revised: September 2020
Code: 2002

PURPOSE OF POSITION

The purpose of this position is to develop, direct and review the library's public service functions, including reference, outreach, and teen services. The Coordinator supervises five full time librarians including the Community Outreach Librarian, Young Adult Librarian, and all Reference Librarians. They also supervise several part time Reference Librarians. This work is performed under the direction of the Library Director. This role assists the Library Director in overseeing day-to-day operations. In the Library Director's absence, the Coordinator will regularly serve as Acting Library Director on a rotating basis or as circumstances dictate with the Coordinator of Technology & Technical Services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Plans, organizes, assigns and manages the work activities of department staff to realize the department's work goals, to ensure the consistent application of department and library policies, procedures and guidelines, and to provide accurate, efficient and friendly services. Trains and supervises department staff and new employees. Identifies opportunities and needs for relevant staff training throughout the year. Prepares reference desk schedules and timesheets. When vacancies occur in the Reference Department, the Coordinator works with the Library Director in the recruitment process; position description updating, planning, interviewing, and recommending selection for new staff.
2. Works with the Library Director on major reporting efforts to the Town of Belmont and Mass Board of Library Commissioners, including but not limited to: the annual town report, budget narrative, Annual Report Information Survey, and Financial Reports.
3. Oversees Adult fiction, non-fiction, reference, and local history collection development. Analyzes collection and patron/community needs and conducts research to order materials and weed collection. Monitors budget expenditures for acquisitions.

4. Responsible for eResources and database collection development as well as vendor negotiations. Works with staff in gathering relevant statistics and usage data, along with new product evaluation, and removal recommendations for annual collection review process.
5. Participates in on-going training for library technology and trends; works with Coordinator of Technology & Technical Services and Technology Librarian to evaluate and implement new technologies and strategies for delivering services and materials to the public.
6. Monitors and evaluates staff performance, providing ongoing feedback and coaching throughout the year. Carries out annual performance reviews for full time department staff. Evaluates staff performance against core job responsibilities outline in job descriptions. Identifies training and development needs for staff including jointly creating targeted goals as appropriate.
7. Maintains current knowledge of reference materials, research methods, online databases and Internet use. Maintains knowledge of technology developments and general library automation and electronic services provided through library networks and information services. May make administrative and other decisions in the absence of the Library Director. Serve as designated “Person in Charge” of the library as part of regular rotation.
8. Receives and evaluates requests for information. Searches databases to find information; advises readers regarding appropriate materials; interprets and applies library policies and procedures; instructs patrons in the use of library equipment and information technology including online catalog and databases, Internet, personal devices and others; assists patrons in selecting materials, with bibliographic searches and related matters; processes interlibrary loan and network requests.
9. Oversees all other Reference Room functions like, reserving of meeting rooms, museum passes, patron computer usage, materials, and other tasks.
10. Prepares and submits monthly reports to Library Administration.
11. May submit grant applications at the local, network, region, state and national levels. Work with Library Director to determine which opportunities relevant to projects, long-range goals, and strategic planning efforts.

OUTREACH TASKS AND RESPONSIBILITIES

1. Promotes the library brand and ensures consistency of promotional materials across the library. Trains and educates staff on branding efforts and how best to promote and internalize the library’s brand, including language, logo, font style, signage choices, digital marketing and more.

2. Plans and coordinates library programs in collaboration with community organizations and town departments; Supervises and collaborates with Community Outreach Librarian and/or the Library Director to propose, plan and promote large scale programming such as One Book, One Belmont, as well as special events in response to patron and community requests and needs.
3. Represents the library to other agencies, groups and organizations. Attends and participates in Network Committee, library and other meetings.
4. Coordinates the volunteer program; identifies and plans volunteer opportunities; recruits, screens and administers the training of the volunteers to perform various job activities; develops clear guidelines for volunteer intake. Plans, organizes, trains, assigns and directs the work activities of volunteers to realize the library work goals, to ensure the consistent application of department and library policies, procedures and guidelines, monitors the volunteers work performance to establish training needs and to recommend discharge from the program. Responsible for updating volunteer responsibilities to conform to policies, procedures and collective bargaining agreements.

MINIMUM QUALIFICATIONS

Master's degree in Library Science from an ALA accredited school, three to five years public library experience that includes automated library systems, with two years supervisory experience preferred. Knowledge of adult literature and programming, principles and practices of library work and use of library resources and information technology required.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to provide first line supervision and customer service. Ability to persuade, convince, lead, manage, coach, develop, influence, inform, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Requires the ability to communicate orally and in writing with patrons, library staff, volunteers, job applicants and other librarians.

Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate a variety of library and office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as book reviews, professional journals, budget statements, purchase requests, time sheets, schedules, statistical reports, meeting minutes/agendas, long-range plans, computer software operating manuals, policies, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

ADA COMPLIANCE

Physical Ability:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling and objects weighing five to ten pounds. Push and pull book trucks weighing 40 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Factors:

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

The Town of Belmont, Massachusetts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.