**Senior Librarian Position Description - Sunderland Public Library**

**Job Title:** Senior Librarian

**Hours Worked Per Week:** 10

**Supervision Received:** This position is supervised by the Library Director.

**Direct Reporting Staff:** Volunteers.

**Job Description:**

The Senior Librarian is responsible for providing administrative, professional, and supervisory work in the areas of circulation and adult services. The Senior Librarian may provide assistance and advisory services to the Library Director. The Senior Librarian is responsible for the completion of the following tasks:

**Circulation:**

* Staffing the circulation desk.
* Checking in and out library materials.
* Knowing how to use the Evergreen ILS for all circulation tasks.
* Answering the phone.
* Assisting patrons with placing holds and searching the OPAC.
* Processing incoming and outgoing holds.
* Notifying patrons of available holds.
* Printing and processing the pull list of holds, and assigning the completion of pulling the holds to an available volunteer or staff member.
* Managing Commonwealth Catalog requests.
* Recording daily patron usage statistics.
* Processing billed library materials.
* Shelving and shelf-reading library materials.

**Reference:**

* Answering reference questions both in person and over the phone.
* Providing reader advisory services.

**Collection Development:**

* Selecting and ordering Adult Non-Fiction books.
* Reading book review journals.
* Processing library materials.
* Creating thematic book displays.

**Program/Event Planning**

* Developing innovative programs and events for adults.
* Coordinating with speakers and performers to establish events.
* Assisting with publicity for events through the creation of flyers and press releases.
* Setting up the community room appropriately for events.
* Maintaining the Google Calendar of events.

**Technical Services:**

* Updating program/event information, news, library policies, reference materials, and other information as needed on the library’s website.
* Assisting patrons in using computers, photocopier, eReaders, mobile devices, and other library related technologies.
* Troubleshooting issues with the public access computers, printer, photocopier, television, and other library-owned devices.
* Cataloging magazines and other materials as needed.

**Building Maintenance:**

* Opening the building at the start of the day.
* Closing and securing the building at the end of the day.
* Assisting the Library Director with troubleshooting problems with the mechanical room and alarm system.
* Assisting the Library Director with tasks such as changing light bulbs and changing batteries in emergency exit doors and gate counters.
* Assisting the Library Director with adjusting the outdoor lighting timers.

**The Senior Librarian is also responsible for other duties as assigned by the Library Director.**

**Minimum Qualifications:**

* High School Diploma.
* Previous experience working in libraries.
* Previous experience providing customer service.
* Enjoyment of working with diverse patrons.
* Ability to supervise diverse volunteers.
* Commitment to ongoing professional development.
* Comfort using a variety of technologies including computers, printers, photocopiers, eReaders, and mobile devices.
* Willingness to learn new technologies.
* Ability to handle multiple tasks simultaneously and assess priorities in a busy setting.
* Ability to maintain composure and treat patrons with kindness in a busy setting.
* Ability to work both independently and collaboratively.
* High level of organizational skills.
* Enthusiasm, energy, and accuracy in the completion of all tasks.

**Preferred Qualifications:**

* Bachelor’s Degree.
* Experience using Evergreen ILS.

**Physical Demands of Position:**

* Standing for long periods of time.
* Frequent bending, crouching, reaching, climbing, and walking.
* Ability to push or pull a book truck weighing up to 75 pounds.
* Regular lifting of items up to 20 pounds.
* Ability to operate a computer screen for extended periods of time.