



Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Technical Services Librarian
UNION: BLSA
LOCATION: Thayer Public Library
DATE AVAILABLE: ASAP
SALARY: \$10 - \$43,825.60 - \$50,796.20

QUALIFICATIONS:

Master's Degree in Library Science, plus experience in public library service or any equivalent combination of education and experience. Courses in cataloging are required; knowledge of book and non-print material cataloging. Working knowledge of technical services operations and automated systems preferred. Ability to prepare oral and written reports for the Library Director. Organizational skills required to maintain an orderly department under a minimum of supervision. Ability to operate electronic calculators and typewriters, with computer skills preferred.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: March 6, 2012 – March 30, 2012

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

Town of Braintree is an Equal Opportunity Employer

TECHNICAL SERVICES LIBRARIAN
(as agreed between the Town and MLSA)

Definition: Professional and supervisory work in the operations of the technical services department, including selection, acquisitions, classification/reclassification, cataloging, indexing, and processing; serves as Librarian-In-Charge in absence of Circulation Librarian; related work as required.

Distinguishing Characteristics: Under general supervision of the Library Director, has responsibility for overseeing all aspects of the provision of diverse and specialized materials to the library including out-reach services via manual and automated systems.

Reviews clerical input of bibliographic data into machine readable system.

Verifies work of library assistants to insure their work agrees with established procedures and automated network authority files.

Develops collection both current and retrospectively based on thorough user analysis and extensive coordination with public service stations.

Reviews selections; aides, guides and coordinates ordering by all supervisors and librarians.

Makes frequent contact with vendors and reconciles orders in conjunction with established accounting and bookkeeping systems.

Physical effort normally required relates to the handling, processing and transporting of materials; withdrawing of books and arranging and maintaining order of books on tables for daily and annual book sales, types catalog cards, etc.

Examples of Work: Supervises and trains all personnel in the Technical Services Department, including the planning, organizing, coordinating, measuring and evaluating of work activities.

Cooperates with the supervisors and librarians in the filing of catalog cards and data base entry. Types and files catalog cards.

Continually edits all card and automated catalogs. Strives to simplify and improve operations, including the development of authority control files and procedural manuals.

TECHNICAL SERVICES LIBRARIAN (con't)

Withdraws obsolete and unnecessary material from the collection.

Prepares books for bindery and supervises in-house mending.

Supervises and participates in inventory of all resources.

Submits regular statistical reports to the Director.

Provides reference, searching, bibliographic and reader assistance to library patrons, including instruction in the use of automated data bases in absence of the Reference Librarian and Circulation Supervisor.

Required Qualifications: Master's Degree in Library Science; plus experience in public library service or any equivalent combination of education and experience. Courses in cataloging are required; knowledge of book and non-print material cataloging. Working knowledge of technical services operations and automated systems preferred. Ability to prepare oral and written reports for the Library Director. Organizational skills required to maintain an orderly department under a minimum of supervision. Ability to operate electronic calculators and typewriters, with computer skills preferred.