

THE WILMINGTON LIBRARY

Part-Time Employment Opportunity

POSITION: Library Specialist

SALARY: \$18.96 per hour

HOURS: 20 hours per week, including evening hours and Saturdays

DATE ANNOUNCED: 2/27/2017

APPLICATIONS MUST BE RECEIVED IN THE ADMINISTRATION OFFICE BY: 3/6/2017

EXAMINATION PROCESS: The examination process for this posting may include an evaluation of training and experience, and an oral board interview examination.

GENERAL STATEMENT OF DUTIES: Performs paraprofessional reference and information services within an automated library system; may perform technical work related to acquisitions, cataloging of materials, and data base maintenance; may perform supervisory duties when necessary; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs high level paraprofessional reference and reader advisory services in all formats; print, audio-visual, or electronic. May also perform technical work related to the acquisition of materials, cataloging, and data base or technology skills. Work is performed under the general supervision of a professional Librarian. In the absence of a Librarian, this employee may be required to perform the duties of that class for a limited period of time.

EXAMPLES OF WORK: (Illustrative only)

General:

- Operates a personal computer and other related equipment in the course of the work;
- May assist and train staff and the public in use of technology;
- Maintains information statistics and prepares reports;
- May supervise part-time community services workers (library pages and aides);
- May participate in activities of library organizations and attends training courses to enhance skills and to keep informed of current trends;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Participates in both internal and external system-wide projects.

Additional Examples of Duties When Working in Reference:

- Provides reference and information services for customers;
- Prepares specialized reference files;
- Oversees interlibrary loan activity and procedures;
- Schedules appropriate staff for information desk coverage;
- Reviews and recommends materials for inclusion in collection;
- Plans and conducts programs for children and adults;
- Interprets and explains library procedures and policies to customers.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of library principles, methods, techniques, and procedures; knowledge of reader interest levels; familiarity with book serials jobbers and their products; ability to maintain records and make reports; willingness to learn new procedures; ability to work independently and to prioritize duties; ability to communicate courteously and effectively, both verbally and in writing; ability to interpret questions and information requests; good interpersonal skills, both in-person, on the telephone, and in writing; ability to work effectively with the public and staff; ability to operate a personal computer and other keyboard equipment.

MINIMUM QUALIFICATIONS:

At least one (1) year public library experience and possession of a Bachelor's Degree from an accredited college or university.

REFER INQUIRIES TO: Larry Manuel, Director, Larry.Manuel@lib.de.us