



## CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

### DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

**DON ZIMMERMAN**  
DIRECTOR OF HUMAN RESOURCES

### INTERNAL/EXTERNAL POSTING

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Library	Library	Librarian I- PT	A00- \$502.20-\$543.70

**Hours:** Flexible 19 hours per week schedule, including two evenings.

Copy of the following is required upon application:

**Minimum Requirements:** A Master of Library Science degree from an ALA accredited school. Employee must have knowledge of library resources and procedures. Employee must also have knowledge of current technological applications for information access and ability to utilize these resources with a high degree of accuracy and proficiency.

**To apply for this position:** Please forward a fully-executed City of Pawtucket application, which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under job opportunities. Please provide a copy of your diploma, a cover letter and resume to [claird@pawtucketri.com](mailto:claird@pawtucketri.com).

Candidates must meet minimum qualifications as stated in job description

Internal applicants: Application Period: January 26, 2017- February 3, 2017  
External Applicants: January 26, 2017- until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.



# CITY OF PAWTUCKET

## Job Description

**Job Title:** LIBRARIAN I Part-Time  
**Department:** LIBRARY  
**Reports To:** IMMEDIATE SUPERVISOR  
**Pay Grade:** A00  
**Prepared By:** SLR  
**Prepared Date:** December 2015  
**Approved By:**  
**Approved Date:**

### **SUMMARY**

Performs entry level work as a professional librarian

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Including the following

- Providing professional reference assistance and reader's advisory service to library patrons
- Participating in the development of the library's collection
- Supervision and training of other staff members
- Handling emergency situations that arise during the weekend or evening hours
- Cataloging and classifying library material
- Entering material into computer files
- Maintaining and developing various files and indexes
- Writing grants and researching special projects
- Filling and processing interlibrary loan requests
- Planning, presenting and publicizing library programs
- Advising department head in the development of policies and procedures
- Representing the library in the community and professional meetings
- Compiling bibliographies and making written contributions to library publications
- Assisting other departments when needed
- Instructing others in use of library resources
- Maintaining work area in good order
- Compiling statistics and develops reports related to area of responsibility

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them for position if the work is similar, related or a logical assignment of the position.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Master's degree in library science from an ALA accredited school and course work in area of specialization is required. Employee must have knowledge of library resources and procedures. Employee must also have knowledge of current technological applications for information access and ability to utilize these resources with a high degree of accuracy and proficiency.

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations. Librarian must have the ability to respond tactfully to common inquiries or complaints from library users; write reports, business correspondence and procedure manuals. Ability to write speeches and articles for publication that conforms to a prescribed style and format. Ability to effectively present information to library users, other library employees, top management, public groups, and library board of trustees.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as discount, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry. Ability to interpret bar graphs and charts.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems collect data, establish facts, and draw valid conclusions. Librarian must be able to function as a member of a team to achieve library goals and objectives.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

None required

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel; climb or balance; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Librarian must be able to use a computer keyboard.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, numerous people talking at normal levels.