

CITY OF LOWELL
Job Description
Please Post: February 24, 2017
Deadline: Open Until Filled
Pollard Memorial Library
Librarian I - Community Planning

Job Title: Librarian I - Community Planning (1300-36, 2383)
Department: Pollard Memorial Library
Reports To: Director; Assistant Director; Coordinator of Community Planning
Union: MVEA Unit "C"
Salary: \$22.6697 (min) to \$25.4126 (max) per hour
Work Schedule: 35 hrs weekly, includes every 4th Saturday from Sept. through June and one evening per week year round.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Works under the direct supervision of the Coordinator of Community Planning.
- Assists with planning, publicizing and promoting all library programs and services.
- Creates marketing materials for the library programs and services using desktop publishing software, email marketing software, and graphic design applications.
- Assists the operations of the home bound and outreach delivery services.
- Manages and updates library's website, online calendars, and social media.
- Writes press releases, reports and memos using MS Word, Excel and Power Point.
- Performs public speaking to diverse audiences by leading tours, introducing speakers and managing programming at various library events.
- Works collaboratively with ancillary library groups, city departments, community leaders, agencies, non-profits, groups and vendors.
- Is conversant and interested in emerging library technology and services and their real world application for staff and patrons.
- Assists in collection development.
- Supervises library personnel assigned to Community Planning Department.
- Assists in supervising the Library's Adult Volunteer Program.
- Staffs the Reference Desk as needed.
- Provides excellent customer service by assisting patrons with identifying requested library materials and using library resources.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises library personnel assigned to the Community Planning Department.

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

MLS from an ALA-accredited library school required; ability to work with a diverse urban population an asset; experience in community outreach programs, public speaking, public relations and/or literacy programs preferred. Must possess valid driver's license (or be able to obtain one) with an acceptable driving history.

LANGUAGE SKILLS

Excellent verbal and written communication skills and attention to detail required. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license with good driving history.

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Interested, qualified individuals send resume, writing sample, marketing portfolio, cover letter and/or application to the Human Relations Office, Room 19, City Hall, Lowell, MA 01852 by 4:00 pm on: Deadline ~Open Until Filled.

Applicants may also send resume/application with cover letter to fax 978-446-7102 or via email to cityjobs@lowellma.gov

EOE/AA/504 Employer