



Job Description

Full-Time Head of Adult Reference Services (Librarian IV)

Job Summary:

Oversees the Adult Reference department, including planning, coordinating, budgeting, reporting, and scheduling. Supervises a team of full-time Librarians and part-time Library Assistants. Participates in short- and long-range planning for adult reference services and facilities. Interprets library policies for patrons. Coordinates activities with other department heads. Reports to the Library Director.

Essential Job Functions:

- Directs and supervises the operation of the adult reference desk.
- Trains and manages assignments to Librarians and Library Assistants.
- Oversees outstanding reference, information, and readers advisory services to the public.
- Provides direct service to patrons on the Reference Desk up to 50% of the time, including evenings, weekends, and Sundays in rotation.
- Evaluates and sets goals with staff.
- Coordinates adult services and functions with other library departments.
- Reviews and resolves personnel problems within department, as possible.

Collection Development and Maintenance

- Oversees and administers online resources and maintains vendor contracts and relationships.
- Oversees the museum pass program.
- Assists with selection of books and other materials in assigned areas of the Library's collections, including the Connecticut Collection.
- Assists with de-selection of materials in coordination with the Head of Cataloging and Collection Management.

Administration

- Participates in the development of operating policies and procedures.
- Develops and monitors the annual budget for the department.
- Participates in the near-term and long-range planning of library services.
- Participates in library special projects, as necessary.
- Maintains data and prepares regular statistical reports for the Director.
- Strives to stay abreast of library trends, particularly as they pertain to adult reference services.
- Participates on the Library's Management Team, which plays a critical role implementing the Library's mission, vision, and strategic direction, including making the Library a more inclusive and welcoming place for all people through its programs, services, and collections.
- May be responsible for building and personnel supervision in the absence of the Director, in accordance with the chain of responsibility.

Required Knowledge, Skills, and Abilities:

- A Master's Degree in Library/Information Science from an accredited college or university, plus three years of increasingly responsible professional library work, including one year in a supervisory or lead capacity.
- Proven track record of outstanding customer service to a wide range of ages and abilities.
- Ability to relate effectively to library patrons and co-workers.
- Ability to lead both within and across departments.
- Demonstrated ability and knowledge of supervisory methods, including delegating work, evaluating performance, and maintaining morale through goal setting and professional development.
- Demonstrated ability to develop clear goals for the department and to monitor short- and long-range plans.
- Ability to prepare clear and concise statistical and narrative reports.
- Expertise in and enthusiasm for technology; Proficiency in wide variety of software and hardware, including MS Word, Excel, PowerPoint, PC and Apple platforms, electronic resources, library automation systems, social media, and Google apps.
- Experience with Sierra ILS a plus.
- A commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.

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 position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Move throughout the library to access collections, lead programs and meetings, and operate office equipment.
- Remain in a stationary position 50% of the time.
- Operate a computer and other office productivity machinery, such as scanner/fax machines, printers, microfilm readers, and photocopiers.
- Communicate with staff and the general public and exchange accurate information.
- Have the visual acuity required to read and view from a computer terminal.
- Move equipment and book carts up weighing up to 50 pounds around the library building.
- Must be able to transport self to work-related meetings, workshops, conferences, etc.

Hours:

37.5 hours per week, including evenings, weekends, and Sundays in rotation.

Benefits & Compensation:

- Librarian IV salary range is \$75,000-\$85,000, depending on qualifications and experience
- 12 paid holidays, 4 personal days per year, and annual accrual of 20 vacation days
- Medical and dental insurance
- Life insurance for employee
- TIAA 403(b) retirement plan with 7% employer contribution after one year of service

Disclaimer: Nothing in this job description restricts Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects Wallingford Public Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

Wallingford Public Library's policy is to provide, in accordance with applicable law, equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religious creed, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.

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