



Job Title: Technical Services Librarian
Department: Revere Public Library
Hours: 39 Hours per week, may include nights and weekends as needed
Salary: \$33.12 per hour
Contract: Union - Local 22, Unit B.

DESCRIPTION:

Reporting to the Library Director, this position is responsible for cataloging library materials and maintaining accurate bibliographic and holdings records. Handles purchase suggestions and interlibrary loan requests from the public. Performs some collection review and resource sharing functions. Provides public service duties, including circulation and readers' advisory services. Oversee and carry out the processing and cataloging of books and all other library materials. To maintain the integrated library automated system, and to oversee acquisitions and other documents. To explore and integrate other relevant library technology.

ESSENTIAL FUNCTIONS:

- Performs elementary descriptive cataloging (both original and copy cataloging)
- Enter materials in the library database in conjunction with NOBLE network staff.
 - Establishes and maintains library-wide consistency in cataloging.
 - Maintains the library database, including marking missing items and removing weeded items.
 - Processes materials, including applying barcodes and covers, replacing media cases, etc.
 - Maintains receipt of materials ordered, with verification against invoices.
 - Assists with developing a local history collection and the digitization of local history resources for the Commonwealth Catalog.
 - Checks in and checks out library materials.
 - Re-shelves materials.
 - Help patrons find library materials, both print and electronic.
 - Understands and can explain library policies.
 - Performs other duties as required.

QUALIFICATIONS:

- Experience in public or academic libraries.
- Familiarity with various file formats.
- Thorough knowledge and expertise in Microsoft Excel and other Microsoft Office programs
- Excellent customer service skills and interpersonal skills.
- Knowledge of Evergreen or experience with other Integrated Library Systems.
- Willingness to work a flexible schedule including evenings and weekends.
- Revere residency is strongly preferred.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Knowledge of Windows and Apple operating systems as well as common commonly used software such as the Microsoft Office suite of products including but not limited to Microsoft Word, Excel and PowerPoint.
- Knowledge of computer applications and use of the Internet, including printer use, and various browsers including Google Chrome as well as cloud software such as Google apps, Dropbox, etc.
- Knowledge of various metadata schema.

Abilities:

- Ability to learn new skills easily including new computer software.
- Ability to work effectively and accurately under pressure in a fast-paced environment.
- Ability to use office equipment such as telephones, copiers, scanners, fax machines, and printers, including basic troubleshooting.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal effectively, tactfully, and appropriately with the public.
- Ability to work collaboratively with diverse teams, as well as establish and maintain effective working relationships with co-workers, patrons, community organizations, and other stakeholders.
- Ability to be customer-focused, friendly, able to handle situations with discretion and tact, takes initiative, is resourceful, and practices good judgment, both individually and as part of a team.
- Ability to exercise initiative and independent judgment.
- Ability to climb stairs and to stand for extended periods of time as well as lift a minimum of 30 pounds

Skills:

- Independent problem-solving skills.
- Strong communication, interpersonal, and organizational skills.
- Excellent program planning and organizational skills.

PHYSICAL ENVIRONMENT:

Work is performed primarily in a classroom-type, open environment, subject to moderate noise during both regular business hours and on some nights and weekends. Daily interaction with the public in person, by phone, or email communications. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

EQUAL OPPORTUNITY EMPLOYER:

The City of Revere is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability protected veteran status, or any other legally protected basis, in accordance with applicable law.