

Technical & Public Services Librarian Recruitment Job Posting – April 2023

The Beaver Dam Community Library has an immediate opening for an organized, innovative, and collaborative Technical & Public Services Librarian. They will thrive on being part of a dynamic team serving our community and surrounding area.

With the direction from the Library Administrator, the Technical & Public Services Librarian manages the Technical Services Department by cataloging and enabling access to collections, programs, and services that welcome, engage, and enhance the quality of life and learning for our community members and visitors.

Duties and responsibilities include, but are not limited to:

- Supports the use and discovery of library materials and digital content through the application of cataloging practices and the creation and maintenance of finding aids including promotion of digital content.
- Oversees library related technology including the ILS, RFID, self-check stations, electronic materials, as well leading implementation of digital resources for patrons and staff.
- Coordinates with the Library Lead team to develop, set, and achieve library goals and objectives.
- Provides end-user training of online and digital resources, including instructing and assisting patrons in the use of library equipment, devices, and a variety of customer devices.
- Participates in and attends professional and community meetings, workshops, and conferences.

Qualifications:

- Master's in Library and Information Science from an institution accredited by the American Library Association.
- Other combinations of education and experience that meet the minimum requirements may be accepted.
- Training and experience in cataloging, organization of information, materials, and knowledge management.
- Knowledge and understanding of the service role of the public library and how cataloging and processing of library materials and database maintenance fulfill that role.
- Knowledge of current trends and practices affecting libraries.
- Management and supervisory responsibility preferred.
- Experience with Polaris ILS a plus.
- Spanish language skills a plus.

An application package including complete job description is available at [City of Beaver Dam Employment Opportunities](#).

Starting salary: \$4,212/month with a step increase after six months to \$4,362/month

Schedule: Full time; including evenings and Saturdays.

Review of applications begins May 12, 2023; position open until filled. Full benefits package available including health, dental, vision, and Wisconsin Retirement System.

TO APPLY please submit application, cover letter, and resume to:

Sarah Cournoyer, Library Administrator admin@beaverdamlibrary.org

Beaver Dam Community Library

311 N Spring St, Beaver Dam, WI 53916

JOB TITLE: **TECHNOLOGY AND PUBLIC SERVICES LIBRARIAN**
REPORTS TO: Library Administrator

PRIMARY DEPT: 20
WORK TYPE: B
REVISED: 4-18-2023

PAY TYPE: Salaried Exempt
PAY GRADE:
BARG UNIT: NR

JOB SUMMARY

Primary Job Elements:

- Manages and coordinates a variety of technical and public service activities.
- Performs and/or supervises the cataloging and classification of all library materials according to local and system standards using MARC and OCLC.
- Performs ongoing maintenance and cleanup of catalog records.
- Instructs and assists customers and staff on the use of the online library catalog.
- Inventories and places electronic and paper orders for technical services materials and supplies, and other supplies as directed.
- Processes, withdraws, repairs, reconditions, and replaces library materials.
- Manages collections in collaboration with library administrator and other library departments. Reviews potential materials for acquisition and contributes to acquisition and collection development efforts.
- Maintains the library's magazine and newspaper collection, submits approved orders and cancellations for all subscriptions, submits claims for undelivered issues, maintains an accurate list of all current periodical subscriptions received throughout the library.
- Runs and analyzes statistical and other reports for management and maintenance of library ILS, collections, and services.
- Helps maintain the library website, relevant social media sites and other technologies.
- Provides reference and reader's advisory assistance to customers.
- Assists customers in locating, selecting, and using materials and equipment.
- Shares responsibility for programming including technology training events, running programs in other librarian's absence, etc.
- Provides direct service to customers at the information and circulation desks as scheduled or needed.
- Shares responsibility for requesting and processing interlibrary loan materials as needed.
- Recommends and implements library policies related to areas of technical and public services in consultation with library administrator.
- Shares responsibility for building supervision.

- Provides end-user training of online and digital resources, including instructing and assisting patrons in the use of library equipment, devices, and a variety of customer devices.
- Oversees library related technology including the ILS, RFID, self-check stations, electronic materials, as well leading implementation of digital resources for patrons and staff.
- Supports the use and discovery of digital content through the application of cataloging practices and the creation and maintenance of finding aids including promotion of digital content.
- Plans, organizes, and implements special projects as needed, or as determined by the Library Administrator.
- Participates in and attends professional and community meetings, workshops, and conferences, as required.

Secondary Job Elements:

- Acts as person-in-charge of facility when designated.
- Supervises and trains staff in circulation desk and technical services activities.
- Assists with planning and developing book and audiovisual displays.
- May coordinate and supervise volunteer efforts.
- Sorts and routes mail.
- Pulls materials from shelves to fill holds.
- Unpacks or packs boxes of books, equipment, and supplies.
- Straightens displays, fills shelves and reads shelves for accuracy, as necessary.
- Performs light housekeeping; straightens chairs and tables.
- Other duties as assigned.

QUALIFICATIONS

Minimum Educational and Job Experience Requirements:

- Master's in Library and Information Science from an institution accredited by the American Library Association.
- Other combinations of experience and education that meet the minimum requirements may be accepted.
- Experience with Polaris ILS preferred.
- Experience with modern office equipment and library technology and media.
- Computer competency, including keyboarding skill.
- Training and experience in cataloging, organization of information, materials, and knowledge management.
- Knowledge and understanding of the service role of the public library and how cataloging and processing of library materials and database maintenance fulfill that role.
- Knowledge of current trends and practices affecting librarianship.
- Management and supervisory experience preferred.

- Prior customer service experience.
- Spanish language skills a plus.

Knowledge, Skills, and Abilities:

- Possesses a positive attitude and enjoyment of challenging work.
- Availability and flexibility to work day, evening, and weekend shifts, as needed.
- Ability to manage and balance multiple tasks associated with the day-to-day services of the library.
- Ability to work effectively as part of a team.
- Strong organizational and analytical skills.
- Ability to work accurately with attention to detail.
- Ability to exercise judgment and work independently.
- Enthusiasm for learning new technology-related skills.
- Ability to efficiently operate a variety of office and library equipment including computer and printer, photocopier, and media and makerspace devices.
- Ability to communicate in the English language in-person, by phone, email, or chat.
- Able to produce written documents with clearly organized thoughts.
- Able to perform basic mathematical and statistical computations and analysis.
- Ability to work cooperatively and tactfully with library staff and the public.
- Ability to type accurately at a moderate rate of speed.
- Ability to supervise the work of others.
- Ability to manage time and priorities to meet deadlines.
- Access to a vehicle with the ability to travel as needed.
- Ability to make continuous or repetitive arm-hand movements.
- Ability to remain in a standing or seated position for extended periods of time.
- Ability to push heavy book trucks.
- Ability to lift and carry heavy objects.
- Ability to bend or stoop repeatedly or continually over time.
- Ability to lift arm above shoulder level.
- Ability to reach overhead to shelve or retrieve books weighing up to three pounds.
- Manual dexterity and coordination required to process materials.

Revised 4-18-2023

APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, veteran status, disability, or any other basis prohibited by law.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

To help us comply with government record-keeping, reporting, and other legal requirements, please fill out the Application Data Record. This information will only be used in accordance with federal regulations. We appreciate your cooperation.

This data will be kept in a Confidential File separate from the Application for Employment.

*If you are a disabled veteran, veteran of the Vietnam Era, or have a physical or mental handicap, you are invited to volunteer this information below. Submission of information relating to disability, veteran status or disabled veteran status is voluntary. Failure to respond will have no adverse affect on you or your job status. If you do respond, the information given will be kept confidential and used in accordance with federal regulations.

(PLEASE PRINT)

Date: _____

Position(s) Applied For: _____

Referral Source: Advertisement Friend Relative Walk-In

Employment Agency Other: _____

Name _____ Phone () _____
LAST FIRST MIDDLE AREA CODE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Affirmative Action Survey

Check One: Male Female

Check one of the following

Race/Ethnic Group: White Black Hispanic

American Indian/Alaskan Native Asian/Pacific Islands

*COMPLETION OF THIS SECTION IS VOLUNTARY

Check if any of the following are applicable:

Vietnam Era Veteran Disabled Veteran Disabled Individual

APPLICATION FOR EMPLOYMENT

CITY OF BEAVER DAM

205 South Lincoln Avenue, Beaver Dam, WI 53916
Phone: (920) 887-4600

POSITION APPLIED FOR: _____ DATE: _____

PERSONAL INFORMATION

Last Name:	First Name:	MI:
Street:		
City:	State:	ZIP:
Home Phone #: ()	Business Phone #: ()	
Social Security Number:	[] Check if you have no SS#	

EDUCATION

High School Attended:		
City/Village:	State:	
Did you graduate: [] Yes [] No	GED Certificate: [] Yes [] No	
College Attended:		
City:	State:	From (Mo/Yr): / To: /
Did you graduate: [] Yes [] No	Degree/Major:	
College Attended:		
City:	State:	From (Mo/Yr): / To: /
Did you graduate: [] Yes [] No	Degree/Major:	
Business/Technical School Attended:		
City:	State:	From (Mo/Yr): / To: /
Did you graduate: [] Yes [] No	Degree/Major:	

SPECIAL SKILLS OR TRAINING

EMPLOYMENT HISTORY
(Begin with current or most recent employer)

From (Mo/Yr): / To: /	Annual Salary / Wages:
Position Title or Job Classification:	Supervisor's Name & Phone Number:
Duties:	Employer's Name:
-----	-----
-----	Address
-----	City/State/Zip
Reason for Leaving:	
May we contact your current employer/supervisor ? <input type="checkbox"/> Yes <input type="checkbox"/> No	

From (Mo/Yr): / To: /	Annual Salary / Wages:
Position Title or Job Classification:	Supervisor's Name & Phone Number:
Duties:	Employer's Name
-----	-----
-----	Address
-----	City/State/Zip
Reason for Leaving:	

From (Mo/Yr): / To: /	Annual Salary / Wages:
Position Title or Job Classification:	Supervisor's Name & Phone Number:
Duties:	Employer's Name
-----	-----
-----	Address
-----	City/State/Zip
Reason for Leaving:	

MILITARY SERVICE

Branch of Service	Served From/To(Mo/Yr)	Active or Reserve Duty	Highest Grade	Skill Specialty or Primary Duty

List special schools attended / skills acquired during military service:

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

REFERENCES

(Avoid listing members of the Clergy)

Name:	Phone Number:
Address:	Position / Title / Profession:
Approximately how many years has this individual known you?	

Name:	Phone Number:
Address:	Position / Title / Profession:
Approximately how many years has this individual known you?	

Name:	Phone Number:
Address:	Position / Title / Profession:
Approximately how many years has this individual known you?	

SUPPLEMENTARY INFORMATION

Type of employment desired: Full-time Part-time Temporary

Are you now or were you ever employed by this City? Yes No
If Yes, in what position?

From (Mo/Yr): / To: / Reason for leaving:

List any relatives employed by or currently holding an appointive or elective position in the City:

Do you have a valid driver's license? Yes No

Do you have a valid commercial driver's license? Yes No

Possession of a valid license is considered only when it relates to the duties of the position you have applied for.

Have you ever been convicted of a felony? Yes No
If Yes, please attach separate sheet giving full information.

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

CERTIFICATION

All information provided and statements made by me as part of this application, or as part of any additional information provided in support of this application, are complete, correct and true to the best of my knowledge.

I understand that if I am selected for employment, false information provided or false statements made as part of this application may be considered as cause for dismissal.

(Applicant's Signature)

(Date signed)

Under the provisions of Section 19.36, Wisconsin Statutes, I request that my identity as an applicant for employment not be revealed without my consent or until required under law.

(Applicant's Signature)

(Date signed)

FOR CITY USE ONLY

Applicant's name:

Position applied for:

Date application received:

Application reviewed by:

Date:

Action taken:

- Application screened.
 - Ready for review as received.
 - Additional information requested:

- Application rejected.
 - Received after deadline.
 - Failure to meet minimum requirements:

- Application withdrawn.

Notes / comments:

Application reviewed by:

Date:

Action taken:

- Applicant eligible for consideration
 - Additional information requested:

- Applicant not eligible for further consideration:

Notes / comments:
