



## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Administrative ability to initiate, organize, and follow through on library services, programs, and special projects
- Ability to supervise
- Commitment to excellence in customer service
- Thorough knowledge of teen and adult literature and reference resources
- Ability to deal amicably and effectively with teen and adult patrons, coworkers, professional colleagues, and the general public
- Knowledge of automated library systems
- Proficient computer skills including Microsoft Office programs and social media management
- Ability to perform under pressure with tact, patience, flexibility, and good humor
- Ability to communicate effectively, both orally and in writing

## **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may be exposed to airborne particles. The employee will be required to provide his/her own transportation.

- Ability to sit or stand for extended periods of time
- Ability to move, bend, stoop, and lift and carry books and files of approximately 35 pounds or less
- Ability to maneuver a fully loaded book cart
- Works in library setting subject to continuous interruptions and background noises
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard
- Intermittent exposure to video display terminals
- Ability to work under stress with demanding deadlines, public contact, and changing priorities and conditions
- Ability to read printed material and a computer screen
- Communicate effectively with individuals in person and over the telephone
- Ability to file books, periodicals, reports, etc. on shelves ranging from 4" to 6' from the floor
- Ability to move throughout the Town, Library, Town Hall and other Town buildings and sites
- Requires flexible working hours
- Some travel required to attend meetings in Canton and outside of Canton

## **REQUIRED MINIMUM QUALIFICATIONS**

The requisite knowledge and skills generally would be acquired with a with a Master's Degree in Library Science from an ALA-accredited college or university, two years of library experience, and two years of experience working with older children and/or teens; or a similar combination of work experience and education.

## **LICENSE OR CERTIFICATE**

Must possess a valid and current driver's license

I understand that nothing in this position description restricts the Town of Canton's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the town administration's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

*NOTE: The above description is illustrative only and is not meant to be all-inclusive.*