

## TOWN OF WATERFORD

The following position is presently open in the Town of Waterford:

**Waterford Public Library**  
**Department Head**  
**Children's Services**

Starting salary \$62,464 year; fulltime position; excellent benefits

**VACANCY EFFECTIVE: MAY 2017**

**APPLICATIONS MUST BE IN THE HUMAN RESOURCES OFFICE BY 4:00PM ON FRIDAY, MARCH 31, 2017.**

**Library Director**  
SUPERVISOR

**MP-5**  
CLASSIFICATION

**Library Director**  
REVIEWING AUTHORITY

**Waterford Public Library**  
DEPARTMENT

**A. PURPOSE OF POSITION:**

The department head, children's services has overall responsibility for the management and administration of collections, programs and services for children and young adults and the training, supervision and evaluation of department staff. The department head is part of the library's management team and in the absence of the director may be in charge of the library.

**B. SUPERVISION RECEIVED:**

Is responsible to the library director.

**C. SUPERVISION EXERCISED:**

Supervises department assistant(s), information/reference assistants and technicians assigned to children's services. May supervise other staff in the absence of the library director.

**D. EXAMPLES OF ESSENTIAL FUNCTIONS/DUTIES:**

- Trains and supervises and evaluates staff, plans departmental services and projects, and provides budget planning information to the library director.
- Administers budget for department.
- Provides reference and readers' advisory service, especially to children, parents, teachers, and adults involved in childcare.
- Instructs members of the public in the use of the library and its resources.
- Selects materials, develops the collections, and maintains the collections.
- Plans, publicizes, and carries out public programs for target audiences.
- Prepares statistical and narrative reports for the director.
- Partners with schools and other agencies who provide services to children.

- Plans and performs a regular series of story hour programs and programs for diverse age groups. Directs the work of staff members in the preparation of materials and resources for story hours and other programs.

**\*\*The essential function or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**E. MINIMUM QUALIFICATIONS: (Knowledge, Skill & Ability)**

Must have administrative, supervisory, and planning skills. Must have solid knowledge of current trends and developments in the library profession, library technology and children's library services and experience in collection development and programming for children and teens.

**F. EDUCATION & TRAINING:**

Masters Degree in Library Science plus three (3) years appropriate professional library experience including at least one year in a supervisory or lead capacity in children's library services.

**G. PHYSICAL DEMANDS/WORK ENVIRONMENT:**

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 regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk, sit, stand, climb, balance, stoop, kneel and crouch. The employee is occasionally required to crawl. Employee must be able to physically handle books and other library materials, and move rapidly and frequently throughout the building. The employee must often lift up to 25 pounds and must be able to push loaded book carts and book bins of varying weights. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

PRB Approved: 07/18/16

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Joyce A. Sauchuk  
Director of Human Resources

Date

cc: Town Hall Bulletin Board  
First Selectman  
Town Clerk  
Tax Collector  
Assessor  
Youth Services Bureau  
Finance Department  
Planning, Building & Health

Senior Services  
Utility Commission  
Bureau of Fire Services  
Library  
Public Works Department  
Police Department  
Recreation & Parks

Garon VanOverloop, Vice President, Local 1303-037  
Thomas Martin, President, Firefighters Local 4629  
Michael Bekech, President, General Government Administrators  
Steve Whitehead, President, Police Union (UPSEU/COPS)  
Laurie Lewis, President, Public Safety Dispatchers (UPSEU)