

## **Western Massachusetts Regional Library System**

### **LSTA “Together We Thrive” Grant**

**TITLE:     Circuit Rider**

#### **GENERAL STATEMENT OF DUTIES:**

Position involves traveling to small public libraries in Western Massachusetts and assisting Directors with a variety of tasks which may include, but are not limited to: weeding, cataloging, collection development, space planning, automation, resource sharing systems, public relations and marketing. These functions will vary by library depending upon identified needs.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to carry out essential duties successfully with a minimum of supervision. This position requires the ability and desire to solve problems and a willingness to perform all duties necessary to complete a job.

#### **SUPERVISION:**

Circuit Riders work under the general supervision of the Project Coordinator. While serving in a library, Circuit Riders will receive direction and supervision from the Library Director or representative.

#### **RESPONSIBILITIES AND FUNCTIONS:**

- Recommends materials for acquisition/withdrawal
- Skilled in the operation of computer systems
- Ability to work independently with a minimum of supervision; ability to communicate effectively in written and oral expression;
- Ability to apply principles of library science to solve practical problems
- Frequently in contact with Project Coordinator and other Circuit Riders regarding status of work and serves important role as direct connection to the libraries.
- Assists in the training of member library staff, volunteers and trustees
- Interacts regularly with librarians, volunteers and trustees, requiring considerable tact, sensitivity, perceptiveness and discretion; contacts are in person, by telephone, email and in writing.
- Accommodating to schedule needs of the library
- Collects data for statistical analysis and reports
- All other duties as assigned

#### **JOB ENVIRONMENT:**

- Work is performed under typical office and library conditions
- Required service as necessary during evenings and weekends; regularly required to travel for meetings and assignments; the majority of work is performed in the field with exposure to various weather conditions.
- Operates computer, calculators, telephone, fax, copier and other standard office equipment;
- Meets with library groups, librarians, and library trustees, as required

**EDUCATION AND/OR EXPERIENCE:**

- Proven knowledge of professional library methods, resources and practices
- Computer skills or demonstrated ability/aptitude to be trained in this area.
- Knowledge of and sensitivity to smaller communities, governance and/or their libraries
- Demonstrated patience and flexibility

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- A valid Massachusetts Class D Motor Vehicle Operator's License and a vehicle and/or transportation to member libraries and other meeting commitments

**PHYSICAL DEMANDS:**

- Light physical effort required in traveling for long periods of time.
- Ability to operate a keyboard and other office equipment. Required to sit, stand, walk, climb stairs, talk, hear, write, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms, bend, climb, crouch and lift materials weighing up to 30 pounds; and move loaded book trucks (weighing in excess of 100 pounds) over carpeted and uncarpeted surfaces and over thresholds
- Special vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.