



## **JOB ANNOUNCEMENT**

### **SENIOR LIBRARY TECHNICIAN / OFFICE MANAGER**

**Department:** Library  
**Reports To:** Library Director  
**Appointed By:** Library Director  
**Hours:** 30

**Grade:** Union-5a  
**FLSA Status:** Non-exempt  
**Date:** 08 June 2023  
**Starting Wage:** \$21.20

**Open Until Filled**

**Start Date: 31 July 2023**

Regular work schedule is 30 hours per week. Schedule is set by the Library Director or Assistant Director which may change under their direction.

Monday 10-4; Tuesday 10-4; Wednesday 10-4; Thursday 1-8; Friday 10-3; Every 2<sup>nd</sup> and 4<sup>th</sup> Saturday of the month 10-2.

Applicants must submit: A completed Town of Lancaster employment application, cover letter, and no fewer than three references to Joseph Mulé, Director, Thayer Memorial Library, 717 Main Street, Lancaster, MA 01523- 0293. Application packet provided by sending a request to [jmule@lancasterma.gov](mailto:jmule@lancasterma.gov).

The Town of Lancaster affords equal opportunity to all applicants regardless of race, color, sex, age, religious creed, disability, national origin, ancestry, sexual orientation, marital status, ex-offender status, prior psychiatric treatment, or military status.

# TOWN OF LANCASTER EMPLOYMENT APPLICATION



POSITION APPLIED FOR: Senior Library Technician / Office Manager

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

Best time to contact you at home? \_\_\_\_\_

Do you have any relatives who work for the Town? ☐ YES ☐ NO

Have you ever been employed by us before? If yes, when \_\_\_\_\_

Have you been hired by a public agency or municipality in Massachusetts? ☐ YES ☐ NO

If yes, and other than Lancaster, where and when? \_\_\_\_\_

Current Employer? \_\_\_\_\_

May we contact you at work? ☐ YES Telephone: \_\_\_\_\_ ☐ NO

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? ☐ YES ☐ NO Proof of citizenship or immigration status will be required upon employment.

Are you able to perform essential job-related functions? See Job Description. ☐ YES ☐ NO

Within the last seven years, have you been convicted of a felony? ☐ YES ☐ NO

If yes, please explain.

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# TOWN OF LANCASTER EMPLOYMENT APPLICATION



POSITION APPLIED FOR: Senior Library Technician / Office Manager

Within the last five years, have you been convicted of a misdemeanor that was not the first offense for drunkenness, simple assault, speeding, minor traffic violation, affray, or disturbing the peace?

☐ YES    ☐ NO

If yes, please explain.

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## EDUCATION

	Name and Address	Course of Study	Years	Degree
High School				
College				
Graduate				
Other				

# TOWN OF LANCASTER EMPLOYMENT APPLICATION



POSITION APPLIED FOR: Senior Library Technician / Office Manager

## EMPLOYMENT HISTORY

Please account for the last 4 positions you have held. We [ ] may, or [ ] may not contact your present employer.

### Employer 1

Employer	Address
Telephone	Title
Supervisor	Dates worked
Reason for Leaving	

### Employer 2

Employer	Address
Telephone	Title
Supervisor	Dates worked
Reason for Leaving	

# TOWN OF LANCASTER EMPLOYMENT APPLICATION



POSITION APPLIED FOR: Senior Library Technician / Office Manager

## Employer 3

Employer	Address
Telephone	Title
Supervisor	Dates worked
Reason for Leaving	

## Employer 4

Employer	Address
Telephone	Title
Supervisor	Dates worked
Reason for Leaving	

# TOWN OF LANCASTER EMPLOYMENT APPLICATION



POSITION APPLIED FOR: Senior Library Technician / Office Manager

## OFFICE AND COMPUTER COMPETENCIES

	None or minimal knowledge	Beginner	Intermediate	Advanced
Bookkeeping				
Microsoft Excel				
Microsoft Outlook				
Microsoft Word				
Evergreen OPAC				
Other OPAC				

## OTHER IMPORTANT OFFICE AND COMPUTER COMPETENCIES RELATING TO THIS POSITION

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## LICENSES & CERTIFICATES

Type	Licensing Authority	Number	Expiration

# TOWN OF LANCASTER EMPLOYMENT APPLICATION



POSITION APPLIED FOR: Senior Library Technician / Office Manager

**PROFESSIONAL REFERENCES** Do not include family members.

Name	Address	Phone

## ADDITIONAL INFORMATION

List below any specialized training or job-related skills acquired through military, civic, business, or other activity, paid or unpaid.

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State any additional information which might be helpful to us in considering your application.

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## EMPLOYMENT OF MINORS

The Town of Lancaster is subject to specific child labor provisions regarding the employment of persons under 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age. Are you under age 18? [   ] YES   [   ] NO

If yes, please indicate your age: \_\_\_\_\_

# TOWN OF LANCASTER EMPLOYMENT APPLICATION



POSITION APPLIED FOR: Senior Library Technician / Office Manager

## CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING

- I understand that acceptance of this application by the Town of Lancaster does not imply that I will be employed.
- The information that I provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as supplied during interviews can be justification for refusal of employment or can be justification for termination from employment if employed.
- I understand that any offer of employment that I receive from the Town of Lancaster is contingent upon my successful completion of the pre-employment screening process, including but not limited to the Town of Lancaster receiving satisfactory references, a satisfactory criminal history, and a Criminal Offense Record Inquiry (CORI check) and credit check if required, satisfactory verification of driver's license or certifications are required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.
- In processing my application, the Town of Lancaster may verify the information I provided concerning, among other things, my prior employment or military record, education, character, general reputation, and personal characteristics.
- I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment, including contacting my present and former employers, individuals listed as a business, educational or personal references, and other individuals to provide or further clarify information about me.
- I hereby release the Town, my present and former employers, and all individuals contacted for information about me from all liability for damages arising from furnishing the requested information.
- If employed by the Town of Lancaster, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to a physical examination, that I may be subject to drug and/or alcohol testing, that the Town may request a CORI and/or Credit check on me, investigate my driving record or verify my license(s) or certifications as required for employment at any time during my employment.



# TOWN OF LANCASTER EMPLOYMENT APPLICATION



POSITION APPLIED FOR: Senior Library Technician / Office Manager

I hereby authorize the Town to conduct a CORI and/or Credit check on me as a condition of applying for a position with the Town, where applicable, and agree to sign a CORI and/or Credit Request Form reflecting my authorization of the CORI and/or Credit check.

I further release the Town and its agents from any and all potential claims associated with the Town's performing a CORI and/or Credit check on me in connection with my application for a position with the Town.

As a condition of employment an employee may be required to provide additional or updated information and may require both drug testing and employment physical to allow us to have necessary information for making a proper decision or reasonable accommodations, if necessary.

- I understand that the Town of Lancaster is an at will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

**MY SIGNATURE CERTIFIES I READ AND AGREED WITH THE ABOVE STATEMENTS AND ALL STATEMENTS CONTAINED IN THIS EMPLOYMENT APPLICATION.**

**Applicant Signature**\_\_\_\_\_ **Today's Date**\_\_\_\_\_

**Applicant Name Printed**\_\_\_\_\_ **Today's Date**\_\_\_\_\_

The Town of Lancaster is an equal opportunity employer M/F/D/V and does not discriminate based on race, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**THAYER MEMORIAL LIBRARY**  
**SENIOR LIBRARY TECHNICIAN / OFFICE MANAGER**

**Position Purpose:** The purpose of this position is to perform responsible technical services relating to the acquisition and processing of all Library materials and the maintenance of the Library's electronic database, as well as to perform bookkeeping and general office management duties, all other related work as required. The Senior Library Technician/Office Manager is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

**Supervision:** Performs varied and responsible duties requiring the exercise of considerable judgment and initiative to perform duties, complete assigned tasks, and analyze the facts of circumstances surrounding individual problems. Oversees all Library departments in the Director's, Assistant Director's, or Youth Service Librarian's absence.

**Received:** Work is performed under the administrative direction of the Library Director; only unusual situations or questions are referred to supervisor. This position is subject to review and evaluation according to the Town's collective bargaining agreement and Town policy rules and regulations.

**Given:** Supervises up to two part-time employees when assigned to assist with technical services.

**Job Environment:** Work is performed under typical Library conditions; the noise level is quiet at most times. Library operating hours may require evening and weekend work.

Operates computer, telephone and other standard Library and office equipment.

Makes frequent contacts with other town departments, vendors, other municipal/regional/state library staff. Makes occasional contacts with Library patrons. Contacts are in person, in writing and by telephone and consist mainly of an information exchange dialogue.

Has access to personnel records and confidential patron borrowing records.

Errors could result in monetary loss, reduced levels of service, and poor public relations.

**Essential Functions:** The essential functions or duties listed below 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.

Perform original and copy cataloging utilizing an automated system, Library of Congress interpretation, and Dewey Decimal classification in accordance with prescribed procedures.

Senior Library Technician / Office Manager  
Town of Lancaster

Work flexible hours based on the Library's need, and is required to function as building supervisor in the Director's, Assistant Director's, or Youth Service Librarian's absence.

Maintain the Library's electronic database on its holdings in regional automated Library system including adding new materials, deleting materials, updating and correcting bibliographic records, etc.

Order and process all Library materials; interacts with vendors; tracks Library accounts related to acquisitions. Oversees serials subscriptions and serials control, including check-in and database maintenance.

Prepare weekly payroll; records all transactions relating to payroll records. Maintains personnel records.

Prepare all documentation of department financial transactions for review and approval. Prepares vouchers for all invoices; prepares monthly bill sheets. Maintains balances and reconciles accounts with Town Accountant's monthly reports.

Maintain inventory and orders all office supplies and book-processing supplies.

Type department correspondence. Maintain administrative files.

Work at circulation when assigned.

Pick up mail and package daily from the United States Post Office; sort and distribute. Process and deliver outgoing mail and packages.

Close building at night when scheduled.

Regular attendance and punctuality at the workplace is required.

Perform similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

***Education, Training and Experience:*** Associate's degree; at least two years of responsible Library experience and office administration experience; experience cataloging and classifying materials highly desirable; or any equivalent combination of education and experience.

### ***Knowledge, Ability and Skill:***

**Knowledge:** Working knowledge of the principles and practices of library work. Detailed knowledge of the Dewey Decimal System, the Library of Congress Classification, and current cataloging rules and standards. Working knowledge of library automated systems

Senior Library Technician / Office Manager  
Town of Lancaster

[preferably with the Evergreen integrated library system]. Thorough knowledge of standard office procedures, practices, forms, and equipment. General knowledge of computer applications for accounting. General knowledge of the organization, operations, and procedures of local government helpful.

**Ability:** Ability to perform highly detailed work. Ability to maintain a variety of records and accounts. Ability to communicate effectively with other Library and Town staff. Aptitude for numbers. Ability to prioritize duties in a busy work environment.

**Skill:** Skill in all of the above listed tools and equipment. Licensed and safe driver needed to run errands for the Library, perform outreach to the community, attend training seminars and other required travel.

**Physical Requirements:** 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.

Regularly required to access all levels of the Library; frequently lifts/moves objects weighing up to thirty pounds; stoops, kneels, crouches, replaces books on shelves, reaches to high level shelves, files, and types on a keyboard. Communicates verbally and in writing. Manually operates all Library and office equipment.

**This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**The Thayer Memorial Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.**

**This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.**