



## JOB OVERVIEW

<b>Job Title</b>	Librarian
<b>Department</b>	Library
<b>Location</b>	300 N Denton
<b>Reports To</b>	Director of Community Services
<b>FLSA Category</b>	Exempt
<b>EEOC Category</b>	Professionals
<b>Pay Group</b>	21
<b>Pay Range</b>	\$42,868.80 > \$62,150.40

## GENERAL JOB DESCRIPTION

To oversee daily library operations and patron assistance. Plans for and coordinates major projects and enhancements to the library. Develops and monitors library budget. Researches and writes grants in support of library services. Oversees acquisition, presentation and maintenance of library materials. Reviews books and other resources for addition to library collection. Coordinates and develops children, youth and adult programming. Catalogues and processes children, youth and adult books.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

Establishes and implements library and information policies and procedures.

Developments and manages convenient, accessible library and information services.

Establishes and manages the library budget.

Develops and manages cost-effective library services.

Analyzes and evaluates library services.

Prepares reports related to library services, resources and activities.

Answers questions from patrons.

Initiates and participates in library fundraising activities.

Works closely with various community groups.

Assists patrons with using library materials and available resources.

Develops and maintains collections management policies and procedures.  
Performs cataloguing and classification of print, audio-visual and electronic resources.

Respond to daily on-site requests for information.

Trains library users to effectively search the library catalogue, internet and other electronic resources.

Provides an interlibrary loan service for both book and audiovisual materials and maintain records.

Coordinate and create monthly community programs that increase library awareness.

Evaluate library inventory needs and place orders.

Identify technology needs and make recommendations.

Oversee the work of employee/volunteers and provide feedback.

Read publication announcements to get new text.

Oversee social media marketing.

Performs other duties as assigned.

## EDUCATION & EXPERIENCE

Bachelor's degree in Library Science.

Three (3) years of municipal library experience, or an equivalent combination of education, training and experience.

## LICENSES & CERTIFICATES

Possession of a valid driver's license

## KNOWLEDGE, SKILLS & ABILITIES

### **Knowledge of:**

Modern professional library principles, practices and procedures.

Modern management principles and practices as they relate to the administration of public libraries.

Reader interests and needs, and of books and authors.

Library programming standards.

Research and information gathering systems and methods.

Conducting internet searches.

Organization and structure of the library.

**Skill in:**

Time management

Attention to detail with numbers, words and ideas.

Identifying problems and reviewing information to develop and evaluate options and implement solutions.

Use of computer systems and various software programs including an integrated library system (ILS) to access appropriate information such as timesheets, email, work-related and/or information.

**Ability to:**

Work well with diverse population: must be a people person since role requires regular interaction with patrons, city boards, professional organizations, and other library employees. Endurance and patience are also a must.

Update social media outlets: Proficient knowledge of city approved social media outlets

Work independently without supervision

Manage projects, give presentations and meet deadlines.

Create positive atmosphere for staff and patrons

Communicate clearly and effectively, both orally and in writing.

Use computers and applicable software.

Provide excellent customer service to internal and external customers.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## ADA COMPLIANCE

- Physical Ability** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.
- Sensory Requirements** Tasks require visual perception and discrimination. Tasks require oral communications ability.
- Environmental Factors** Tasks are regularly performed without exposure to adverse environmental conditions.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the HR Manager.



**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_