



JOB DESCRIPTION

Effective Date: _____



Title: Librarian	FLSA Status: Non-Exempt
Department: Library	Essential Status: Essential
Division:	
Reports to: Director of Finance	

BRIEF DESCRIPTION:

Librarian is responsible for the daily operation of the library. This position supervises library staff and library volunteers. They are also responsible for various administrative tasks, reports, and grant writing. Must be able to build strong teamwork and communicate well with others.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Director of Finance
2. Directs: None
3. Other: Will have dealings with all department heads, employees, council and general public.

GENERAL STATEMENT:

This is an important supervisory position

EXAMPLES OF WORK:

- Manage library staff, budget, and policies, including goals for services and systems.
- Manage a collection of books and other media.
- Develop and guide instructional offerings for online and in-person services.
- Partner with internal and external groups to meet needs, build partnerships, and provide services.
- Oversee metadata and cataloging to increase resource discovery and use.
- Manage and grow physical assets for lending, increasing accessibility and meeting demand.
- Must have excellent computer skills and are able to operate relevant computer programs.
- Knowledge on how to fix minor pc and internet issues.
- Handle cash transactions
- Library Continuing Education/TSLAC Small Library Management Program.
- Have excellent customer service skills.
- Interact with Elected and Appointed Officials as well as Texas State Library Officials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

In depth knowledge of library operations. Must be able to communicate effectively orally and in writing. Must know how to type and utilize Microsoft Word, Excel and PowerPoint. Previous management experience preferred. Previous library working experience is preferred.



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CERTIFICATIONS AND LICENSES REQUIRED:

Applicable valid Texas Driver's License

Must be bondable

SIGNATURE – REVIEW & COMMENTS:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I have reviewed this job description and received a copy:

Signature of Employee

Date