

Job Description: COUNTY LIBRARIAN

CLASS NO. 1501

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 26

FLSA: Exempt

SUMMARY OF POSITION

Operates county library system, which consists of three public library units and a central processing unit. Ensures the library system meets the needs of the community, which includes implementing policies, instituting procedures, preparing budgets, writing grants, selecting materials for the collection, and promoting library services through the media, public speaking, and interaction with community members. Serves as representative of the county to library-related agencies in the state. Performs any other duties as outlined in Texas Statutes, Article 1685ff.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge and Commissioners' Court
2. Directs: Assistant County Librarian, Technical Librarian, Branch Librarians
3. Other: Extensive interaction with other county governmental units, the community at large, library vendors, the media, representatives of other libraries, and state library agency representatives.

EXAMPLES OF WORK

Essential Duties*

Plans, organizes, and administers the operations of the county library system, including implementation of policies, goals, objectives, and procedures.

I. Personnel.

Oversees library personnel: interview applicants, hires and dismisses employees, ensures training of new employees, evaluates performance, and plans and assigns work; organizes & implements staff training workshops for the paraprofessional staff. Oversees federal programs, such as the Senior Texas Employment Program, as it is implemented in the library system.

II. Finance.

Prepares, submits approval, and implements departmental annual budget. Monitors expenditures, personnel timesheets and travel expense records. Prepares annual statistical, financial, and progress reports for the Texas State Library, and Commissioners' Court.

Seeks alternate funding sources for library programs and materials, writes grants, and administers awarded grants. Makes personal solicitations for funds within county. Provides statistics and narrative reports on projects for grant requirements and for Commissioners' Court.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

Updated and Approved CC 10/23/2012

Chambers County

CLASS NO. 1501 (Continued)

Plans and coordinates library capital improvement programs.

III. Library Services.

Collection development: Implements policies through selection of library materials. Maintains vitality of branch collections through continual review of items held. Oversees procurement and processing of library materials for branches; oversees binding and deaccessioning activities.

Initiates, implements, and manages special programs for the entire library system. Such programs could include, but we are not limited to extension services (bookmobile), youth services (children and teen programming and collection), literacy services (basic literacy and English as a second language), services to the aging, or maintenance of the library's automated electronic services (webpage, database services, etc.)

Assists Technical Services unit with cataloging and classification of materials to be added to the collection; makes regularly scheduled visits to branch libraries to provide input and to implement library goals.

Provides back-up reference assistance for all branches; provides reader's advisory services and library instruction and orientation to groups visiting the branches (in conjunction with Branch Librarians).

Is responsible for the operation of the library's automated network, including oversight, long-range planning, procurement, and coordination with the county's Data Processing Manager and the library's in-house system manager.

Serves as a staff member in charge at a branch on an emergency basis.

IV. Public Relations, Liaison work with Allied Groups

Coordinates activities of County Library Advisory Board; oversees preparation of packets for monthly distribution on library activities; presents information at Board meetings; initiates discussions on policies, goals, and objectives for Board consideration. Serves as liaison between Board and Commissioners' Court.

Provides direction and information to the Friends of the Chambers County Library System. Assists with annual meetings and executive board meetings; provides input for library-related activities. Serves as liaison between Friends and branch libraries.

Oversees library marketing and public relations efforts: Makes presentations to civic, educational, or other interested groups; prepares or monitors press releases; initiates or composes promotional flyers, bibliographies, etc.

Promotes local, state, and national advancement of library services by participating in the activities of area library consortia and professional organizations.

Physical considerations: This job is classified as light duty; about 60% of the job involves deskwork. The remainder involves a variety of physical tasks, including physically transporting 500-1000 books from branch to branch per month, lifting audio-visual equipment in and out of vehicles, etc.

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CLASS NO. 1501 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Background in basic library operations, especially the technical aspects of library service. Experience in staff management. The person accepting this position will be made aware of the Texas State Library-sponsored certification program, and will be strongly urged to pursue certification as a part of ongoing training and education within the field.

Skill/Ability to: Supervise and motivate employees; demonstrate proficiency in written and oral communication; show extensive ability in use of typewriter and computer keyboard, and general ability to operate standard office equipment; establish and maintain effective working relationships with county personnel and specialized library agency staff in the state; show ability to interact well with general library public.

Physical considerations: This job is classified as light duty, but involves extensive use of telephone, reaching, standing, walking, lifting large books, moving tables, chairs, equipment and book trucks.

ACCEPTABLE TRAINING AND EXPERIENCE

Master's degree in Library Science from an ALA accredited institution; at least 5 years of increasingly responsible public library and administrative experience.

CERTIFICATES AND LICENSES REQUIRED

Master's degree in Library Science from an ALA accredited institution; at least 5 years of increasingly responsible public library and administrative experience.

The Texas State Library requires a County Librarian to obtain a minimum of 10 continuing education credits each year in order for the library to maintain its accreditation (13 TAC 1.83(4)).

The Texas State Library requires public libraries to maintain certain standards in administration, collection, facility, finance, marketing, personnel, service, and technology to maintain eligibility for state and federal grant funds.

For the current population (2012), Public Library Standards serving a population of 25,000-49,000, require Public Libraries in Texas to maintain the following standards:

❖ Administration:

- Conduct an annual meeting for the purpose of planning and evaluating programs and services attended by the Library Advisory Board and County Librarian.
- Publish a report annually informing the community of the library's activities and progress in meeting the library's goals as identified in its long-range plan.
- Review all policies at least every other year.
- At least one library advisory board member is a current member in a professional library organization e.g. Texas Library Association and American Library Association.

CLASS NO. 1501 (Continued)

❖ Collection:

- Maintain a core reference collection
- 7.5 circulation per capita
- 15,000 items, or 4 items per capita, whichever is greater
- 25% of collection is less than 5 years old
- Entire collection weeded every 3 years
- Maintain local history materials
- Library extends collection by providing access to Internet and full-text databases provided by the State Library and by providing licensed full-text database purchased locally
- Remote access to full-text databases purchased locally
- Library offers Interlibrary Loan services
- Library offers materials in a variety of current non-print formats
- Library offers digitized local history materials
- Library collects/reports electronic use

❖ Facility:

- Library facility standards are based on the library's mission statement and service goals. Major service factors considered are: collection size, use of technology, adult, children's and teen programming, seating, and meeting room space. In addition, there is an itemized list in the Public Library Standards handbook when considering future facility planning and evaluating an existing facility.

❖ Finance:

- Allocate 20% of operating budget for funding the library's collection of materials.
- Provide a minimum salary for a starting librarian position as reported by the Texas Library Association. The librarian shall hold a graduate degree in library and information studies from a university accredited by the American Library Association.

❖ Marketing and Public Relations:

- Recognize that excellent library services and a courteous well-trained staff that meets the needs of library patrons.
- Design and fund public relations program using various approaches to publicity with visually attractive print and electronic materials, signage and graphics. Libraries are encouraged to use materials provided by the Texas State Library and Archives Commission, and the Texas Library Association.
- Evaluate public image of library services, staff and programming.
- Evaluate all policies and procedures in terms of effect on the public and the library's public relations.
- Understand, target and meet the needs of special groups (i.e.; seniors, tourists, etc.) within the community as well as the general demographics of the community.

❖ Personnel:

- County Librarian: Graduate degree in library and information studies from program accredited by the American Library Association and 5 years library administrative experience.
- Staff requirements: Have one FTE per 3,500 population
- Have at least 2 ALA Accredited MLS Librarians
- Training: Director: Minimum 20 hours per year total or 3 hours of college credit per year.

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CLASS NO. 1501 (Continued)

- Training: Staff: At least 1 training program for all other staff per year.
- ❖ Service:
 - Library is open at least 55 hours per week
 - Library has a website
 - Library provides remote access to online catalog
 - Basic reference and readers advisory assistance
 - Reference service via telephone and email
 - Information and instruction on the use of the library and its materials and equipment
 - Online database searching with remote access
 - Virtual reference service
- ❖ Programming:
 - Texas Public Libraries should strive to meet the needs of the citizens of each community by presenting educational, cultural, recreational and reading programs that reflect diverse community needs and interests.
 - Provide children's programming to encourage reading and lifelong learning.
 - Provide teen programming to encourage reading and lifelong learning.
 - Provide outreach services, which bring library service to the under-served and un-served.
- ❖ Technology
 - Public libraries seek to stay current with technology that will enhance services to patrons.
 - 1 computer per 1,500 population served
 - Self check out equipment
 - Scanning services
 - Access to email
 - Office applications software
 - Distance learning facilities
 - Satellite/video conferencing
 - Digital cameras
 - Audio/video editing suites
 - Laptop computers for in-house use and checkout
 - PDA/mobile devices for checkout