

# **Job Description: ASSISTANT COUNTY LIBRARIAN**

**CLASS NO.** 1502

**EEOC CATEGORY:** Professionals

**PAY GROUP:** 23

**FLSA:** Nonexempt

## **SUMMARY OF POSITION**

This is an entry-level professional position, requiring an MLS or its equivalent. The Assistant County Librarian, under the direction of the County Librarian, exercises considerable independent judgment in the implementation of special programs encompassing all units of the library system. Serve as Acting County Librarian in the absence of the County Librarian. Exercises staff, rather than line, management with other library system members. The holder of this position may also serve as Branch Librarian, but would have additional responsibilities.

## **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Librarian
2. Directs: Library system staff members with respect to specific programs that are under the Assistant County Librarian's aegis.
3. Other: Relationships include extensive interaction with special library groups, the community at large, library vendors, the media, representatives of other area libraries, and state library agency representatives.

## **EXAMPLES OF WORK**

### Essential Duties\*

Serve as Acting County Librarian in the absence of the County Librarian.

Initiates, implements, and manages special programs for the entire library system. Such programs could include, but are not limited to extension services (bookmobile), youth services (children and teen programming and collections).

Responsible for Adult programming for the system, such programs include, but are not limited to computer classes, database training, or literacy programs (basic literacy and English as a second language) to be held at the three county libraries.

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.

\*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

## **CLASS NO. 1502 (Continued)**

Works extensively with County Librarian on collection development policies and procedures; implements the policies at the branch levels in conjunction with Branch Librarians,

Staff development: organizes and implements staff training workshops for the paraprofessional staff. In conjunction with County Librarian, interviews job applicants, ensures training of new employees, plans and assigns work; may oversee federal programs, such as Senior Texans Employment Program, as utilized in branches.

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).

If serving as Branch Librarian at a facility, coordinates activities with the Assistant Branch Librarian to provide a smooth transition for public service at that branch when Assistant County Librarian is needed elsewhere in the system.

Serves as staff member in charge at a branch on an emergency basis; may serve as a staff member at a branch on a regular basis on a reduced service schedule.

With the County Librarian prepares departmental annual budget; assists preparation of the annual statistical, financial, and progress reports for the Texas State Library, and Commissioners' Court.

In conjunction with the County Librarian, pursues alternative funding sources for initiation and continued support of library programs. Provide statistics and narrative reports on projects for grant requirements and for Commissioners' Court.

Makes presentations to civic, educational, or other interested groups; prepares or monitors press releases, promotional flyers, bibliographies.

### Minimum Acceptable Requirement:

Master's degree in Library Science from an ALA accredited institution. This is an entry-level professional position. Any practical experience in the field would be viewed as a plus.

### Physical Abilities:

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 between 500-1000 books from branch to branch per month, lifting audio-visual equipment in and out of vehicles, etc.

### Certificates and licenses required:

Master's degree in Library Science (or its equivalent) from an ALA accredited institution. At this level, permanent certification from the Texas State Library should be obtained by the candidate, if not prior to getting the job, as soon as possible after beginning work.

**CLASS NO. 1502 (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.

**CERTIFICATES AND LICENSES REQUIRED**

Master's degree in Library Science from an ALA accredited institution; library experience of at least 3 years. Must attend one continuing education training program per year.

**ACCEPTABLE TRAINING AND EXPERIENCE**

Master's degree in Library Science from an ALA accredited institution; library experience of at least 3 years.