

## **Job Description: BRANCH LIBRARIAN**

**CLASS NO.** 1504

**EEOC CATEGORY:** Paraprofessionals

**PAY GROUP:** 16

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

Under the general supervision of the County Librarian, oversees the day-to-day activity of a branch library. Activities include: supervision of branch staff and volunteers; basic reference work; planning of programs for children and adults; interaction with community as library representative. Has responsibility for the smooth operation of the branch using standard operating procedures established by the County Librarian and policies approved by the Library Advisory Board.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Librarian
2. Directs: Assistant Branch Librarian, library technician, pages, temporary and summer extra help, and volunteers.
3. Other: Liaison work for the library system with local media, community service groups, the business community, and the local school system, in addition to extensive interaction with library patrons inside the branch; and occasionally, with representatives from the Houston Area Library System.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Administers day-to-day operations of a branch library;

Supervises staff; provides training to new employees at the branch; monitors performance; provides continuing training based upon instructions received in workshops and from County Librarian. Makes recommendations concerning employees and new hires. Coordinates activities for annual summer help. Refers collection development suggestions and requests to County Librarian. Oversees inventory of collection.

Attends monthly Branch Librarian meetings with County Librarian to assist with countywide planning and to ensure similar use of policies and procedures within the county system.

May, as a senior staff member, be responsible for countywide projects, such as coordination of children's programming, coordination of IRS tax distribution forms for the library system, or maintenance of certain aspects of the library automated network.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
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## **CLASS NO. 1504 (Continued)**

Provides basic reference service to the community, using materials in the reference collection, the circulating collections in the system, materials available through interlibrary loan from the Houston Area Library System, and electronic resources available on the library's computer system.

Provides reader's advisory services.

Provides library instruction and orientation tours; plans and implements programs, parties, and special events.

Oversees local branch activities for annual summer reading program. Ensures that program presenters and business underwriters are solicited, that school classes have been notified or visited. Coordinates activities relating to reading logs, distribution of reading incentives, and statistical reporting from the branch to the County Librarian.

Collects money: maintains records on donations, memorials and honorariums, overdue fines, photocopy and fax machine fees. Collects membership and fund-raising fees for Friends of the Chambers County Library System. Turns money into County Librarian.

Selects materials for memorials and honorariums for branch. Sends acknowledgements to donors and honorees.

Prepares branch statistical reports, for County Librarian;

Oversees processing of materials for collection, such as magazines or paperbacks, and ensures completion of branch-specific processing of materials arriving from Technical Services Unit.

Provides library public services: Charges and discharges library materials, processes new library card applications, and makes calls to delinquent patrons. Maintains library collection and shelves in good order.

Provides instruction on the use of equipment to the public, including personal computer, CD-ROM materials, video projectors and players, data, slide, film, and filmstrip projectors, overhead projectors, microfilm and microfiche readers and reader-printers, photocopying equipment, fax machines, and typewriters.

Alphabetizes and files as needed; maintains library vertical files or other special collections as needed.

Attends library-related continuing education seminars, in-service workshops, and library conferences as selected by the County Librarian.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* background in basic library operations, reference procedures, and staff management techniques. Preferred knowledge: some classroom instruction on library operations, policies, and philosophy; ability to communicate on a basic level in a second language. This position is seen as a promotion from the position of Assistant Branch Librarian, although in rare cases, based upon previous experience and training, it could be an entry-level position.

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

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**CLASS NO. 1504 (Continued)**

*Skill/Ability to:* supervision and motivation of employees; expertise in planning & implementing programs and special events; ability to interact with library patrons, particularly children and young adults; demonstrated proficiency in written and oral communication skills; aptitude for alphabetizing/filing; ability to operate and demonstrate specialized and general office equipment; acquaintance with basic personal computer operations required (word processing, spreadsheet functions). An ability to establish and maintain effective working relationships with local media, community leaders is vital.

*Physical considerations:* This job is classified as light duty. However, there are extensive physical activities related to this position on a regular basis, due to interaction with the public. These actions include reaching for large books above shoulder level and at floor level, lifting same, and walking throughout the building, extensive sight, hearing, and speaking. Moving tables, chairs, equipment, and loaded book trucks are normal operations. Sitting at a desk averages less than 25% of this job.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation or its equivalent; library experience of at least 3 years is desired. The person accepting this position will be encouraged to complete the Texas State Library Small Library Management Training Course. The person will also be strongly urged to pursue certification as a practicing non-professional librarian with the Texas State Library's certification program, if certification is not held prior to hiring.