

# **Job Description: ASSISTANT BRANCH LIBRARIAN**

**CLASS NO.** 1505

**EEOC CATEGORY:** Paraprofessionals

**PAY GROUP:** 13

**FLSA:** Nonexempt

## **SUMMARY OF POSITION**

Performs daily operational tasks of a branch library. Performs duties of Branch Librarian when Branch Librarian is absent. Assigns tasks to page and volunteer staff.

## **ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** Branch Librarian or to County Librarian as necessary.
2. **Directs:** Library Pages, temporary and summer help, and volunteers in a variety of basic tasks. This position is classified as non-supervisory.
3. **Other:** Relationships include extensive interaction with library patrons inside the branch, and occasional liaison work outside the facility with the general public.

## **EXAMPLES OF WORK**

### **Essential Duties\***

Serves as Acting Branch Librarian in the absence of Branch Librarian.

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

Provides basic reference service to library patrons, 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 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.

Assists in preparation of statistical reports for library.

Processes materials for collection, such as magazines or paperbacks; completes branch-specific processing of materials arriving from Technical Services Unit.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
8/2012

## **CLASS NO. 1505 (Continued)**

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:* This position is seen as a promotion from the entry-level position of Library Technician, although in rare cases, based upon previous experience and training, it could be an entry-level position. An acquaintance with library operations and familiarity with the Dewey Decimal System would already be acquired. A basic knowledge of a second language would be desirable.

*Skill/Ability to:* Ability to interact well with library patrons, particularly children and young adults; demonstrated proficiency in oral communication skills; aptitude for alphabetizing/filing. An ability to operate and demonstrate specialized and general office equipment, and an acquaintance with basic personal computer operations is required.

*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, walking throughout the building, extensive sight, hearing, and speaking. Sitting at a desk averages less than 25% of this job.

### **ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduate or its equivalent is required. 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.