



City of Irving Job Description

Librarian

FLSA Status:	Exempt (FT)	Job Department:	Library
Job Code:	L361 (FT) / L365 (PT)	Reports To (Job Title):	Library Services Supervisor/ Senior Librarian / Branch Manager

PURPOSE

To provide reference, basic instruction, and reader's advisory services for all library patrons; to select, order, constantly re-evaluate, and withdraw materials in assigned selection areas of the library collection; and to enforce library policies and procedures, respond to complaints from patrons, and ensure safety of patrons and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Answer reference and other types of questions for patrons in person, online, email, and via telephone by utilizing the various collections, online resources, the Internet, or by making referrals.
- Instruct / assist patrons in their use of library resources, including both print & electronic resources.
- Select and order materials in assigned selection areas, including prioritizing, tracking, and maintaining a budget.
- Constantly re-evaluate materials in assigned selection areas to maintain good physical condition and relevance of the collection by repairing, replacing, and withdrawing items as well as evaluating gifts to the collection.
- Read both print and online professional literature as well as other reviewing sources; also keep abreast of current events in all media formats in order to better select materials for purchase in assigned selection areas.
- Enforce library policy and procedures, maintain situational awareness, resolve difficult questions and complaints from patrons and ensure safety of patrons and staff.
- Troubleshoot problems with personal computers, photocopiers, printers and other library equipment, including accessing the collections via downloadable materials; also assists patrons with computer reservation system and the general use of Office software and the Internet.
- Respond to problems and patron complaints; provide solutions when tenable.
- Responsible for a significant service area of the library system such as serials subscriptions, services to patrons who speak other languages, genealogy, teen services, e-books, health collection, business collection etc.
- Plan & execute worthwhile library programs, book group discussions, classes or story times.
- Represent the library in outreach efforts and conducting tours as needed.
- Serve as librarian-in-charge at scheduled times.
- Plan and create displays of materials in assigned selection areas. Further, promote the collection and enhance access to it by the creation of pathfinders, reviews, newsletters, and other guides, both in print and online.

OTHER DUTIES AND RESPONSIBILITIES

- Attend and participate in City and library-related training sessions, meetings, seminars, webinars and other continuing education activities.
- Serve on library teams as needed.
- Communicate with supervisors and co-workers about department needs, plans and policies.
- Utilize paraprofessional and support staff in furtherance of library goals as needed.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision (*As Assigned*) – Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee *may* expect to supervise approximately 1-4 persons.

Organizational Supervision (*As Assigned*) – Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which *may* include 1-5 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

\$8,000-\$100,000 – depending on the assigned selection and programming areas.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Master's Degree from an accredited four-year college or university in the field of Library Science, Information Science, or a related field of study, *or*
- An equivalent qualification, *such as* a Bachelor's in a related field of study, one (1) year of graduate-level course work and one (1) year of additional, job-related experience.

EXPERIENCE

- One (1) year experience performing professional public library or related work.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or the ability to obtain one, may be required.

KNOWLEDGE OF

- Computer usage: Basic computer hardware and general software applications including Microsoft Office.
- Customer Service: principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Library Operations and Services: Principles and practices for basic library operations, including cataloging systems, programming, outreach, reader's advisory techniques, and reference services and their relation serving the general public.
- Principles and Practices of budget preparation and administration for selection and programming areas, including the application of the budget to selections, de-selections and collection development.
- Statistical principles: Principles and processes dealing with the collection, retention, analysis, interpretation, and presentation of quantitative data.

SKILLS AND ABILITIES IN

- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Patron Guidance/Training: Interacting One-on-one with staff and patrons, showing patrons how to find answers, use the library and its services.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options, and implement solutions.
- Planning: Sensing the environment and setting goals and objectives, especially within the scope of their assigned areas.
- Functional supervision: Motivating, developing, and directing people in their work.
- Interpersonal relationships / Cooperation: Handling with ease the transition of roles in public service, and being a "team player" by practicing cooperation.
- Service Orientation: Actively looking for ways to help people.
- Library Services Research and Analysis: Finding answers to questions, determining gaps in assigned areas of the collection, analyzing user needs and determining user trends, as well as, reporting the results of research in a cogent manner.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Time Management: Managing time wisely to complete assignments on time.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

Occasional to regular contact with outside vendors, outside trainers, and/or partners in a program or outreach effort. Regular interaction with local school districts, businesses, and other municipal partners may be required, as well as, professional library organizations and contact with other local libraries.

EQUIPMENT AND PROPERTY

This position will utilize all or most of the following: Staff computers, copiers, printers, headphones, earbuds, flashdrives, microfilm, microfiche; and other office and computer equipment; Other electronic equipment including calculators, laptops, video gaming systems, e-readers, tablets, Public computers, fax machines; and other office and computer equipment.

Also, the employee may utilize meeting room technology (projector, microphone, DVD player, portable CD player), Books, bookshelves, book trucks, library materials, shelves, and kick stools, a multi-line telephone, digital camera, coin op stations, cash register, laminator, art, signage and other devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is required to grasp, handle, feel, kneel, listen, reach, see, sit, talk, and/or walk. Frequently, s/he is required to balance, carry, lift up to 25 lbs, pull, push, stand, and/or stoop. Occasionally, s/he is required to climb, crawl, drive a vehicle, lift up to 50 lbs, and/or smell. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The environment in which the employee works is indoors, has regular exposure to dust and other indoor contaminants, possible electrical hazards; and occasional to rare exposure to precarious or high work places, noise, violence, and/or potential for aggressive or hostile interaction. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually quiet to moderate. Exception: Some locations are moderate to noisy. The dust and particulate level is high for an office environment.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.