



## City of Irving Job Description

### Senior Librarian

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Library
<b>Job Code:</b>	26261	<b>Reports To (Job Title):</b>	Library Branch Manager

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#### **PURPOSE**

This position performs a variety of professional duties in support of a library branch or other library division. It also supervises and evaluates the work of professional and/or para-professional personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Assist in implementing Library goals and objectives.
- Assume responsibility of the library branch or division in the absence of the Branch Manager or higher level supervisory/management staff.
- Plan, assign, supervise and evaluate the work of assigned staff, which includes oversight of their continued training and recommendation of corrective action when needed.
- Participate in the employee hiring process and training of new staff.
- Enforce Library System / City policies, ensure safety of customers & staff; resolve customer complaints.
- Assist in developing departmental procedures.
- Provide information/reference and readers' advisory services for customers of all ages; Assist customers in using library technology and searching the online catalog, databases, and Internet, including providing guidance in the evaluation of information resources.
- Administer assigned allotments of the library branch or division budget for collection development and/or programming.
- Responsible for collection management of assigned areas of the library branch or division collections, including selection, de-selection, and evaluation of materials in a variety of formats for children, teens, and/or adults.
- Stay informed of new trends and innovations in the field of library science and technology; Keep abreast of current events, networks with peers, participate in continuing education and attend professional meetings, and read the professional literature.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Plan and implement a variety of library events, programs, classes, story times, and/or other activities for children, teens, and/or adults.
- Prepare and submit informational and/or statistical reports and presentations, often of a highly technical nature, that provide information and/or data for decision-makers.

- Promote and market library services, resources, and activities in print, online, and in person, including outreach, creating displays, bibliographies, brochures, fliers, and bookmarks. May also write newsletters, press releases, and new briefs.
- Write grants & procure donations to facilitate library programming, projects, and collection building.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - 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 will include **a small workgroup of assigned staff**.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Administer assigned library branch or division budget allotments for collections and programming of up to \$300,000 annually. Manages an assigned P-card account with a monthly limit of \$5,000.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Minimum of a Master's degree in Library Science from a university accredited by the American Library Association.

### **EXPERIENCE**

- Minimum of three (3) years public library experience, including **one (1) year of lead and/or increasingly responsible** experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Texas driver's license, or the ability to obtain one, is required.

### **KNOWLEDGE OF**

- Budget Administration: Principles and practices for administering budget allotments.
- Collection Management: Procedures and practices, including selection, evaluation, and de-selection of a variety of formats and languages.
- Computer Use: Basic PC hardware, peripherals, and expertise in Microsoft Office programs and other programs used by the Library and the City.
- Customer Service (and Analytics): Principles, practices, and American Library Association Guidelines and Standards for providing high level services to a diverse population, both internal and external. May include needs assessment techniques, quality service standards, alternative delivery systems, and methods of evaluating customer service.

- Information/Reference Resources: General content, evaluation, and use of these resources in various formats, including books in digital, audio, and print; other audio-visual materials; online databases and Internet websites; and sources for referral.
- Safety: Principles, policies, practices, and procedures for maintaining a safe environment and workplace for library customers and staff.
- Applied Math and Statistics: Principles and processes for basic calculations, analysis, interpretation, and presentation/recording of quantitative data.

## **SKILLS AND ABILITIES IN**

- Written and Oral Expression: Clearly communicating information and ideas in writing, as well as through speech, in person or via electronic media, so others will understand.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches. This includes determining appropriate and authoritative responses to information requests.
- Cooperation: establishing and maintaining positive working relationships with those contacted in the course of work, including networking and outreach.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

Senior librarians have frequent interaction with City staff in other departments, volunteers, educators, organizations, and with the public individually and in groups. Contacts may be in person, by email and/or phone. Communications frequently contain confidential or sensitive information necessitating discretion. Formal presentations to groups may be required.

## **EQUIPMENT AND PROPERTY**

Staff and public computers and peripherals, laptop computers, multi-function copiers/printers, flash drives, fax machines, cameras; also, calculators, video gaming systems, e-Readers, electronic light-management systems, electronic alarm systems, video security systems; projectors, microphones, DVD & CD players, TVs, Smart Boards/Monitors, Smart Tables, Microsoft Surface Tablets; Library materials in print, electronic & various media formats; Bookshelving, book trucks/carts, (kick) step stools, ladders, hand trucks, dollies; cash registers & coin-op machines; Multi-line telephones, PA systems; Laminators, die cut machines, disc cleaning machines, paper cutters; Automatic doors, theft-control gates, self-check machines; Custodial cleaning & basic office supplies; City automobile

## **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 listen, see, talk, reach, stand, sit, walk, balance, grasp, carry, and handle while using library equipment and providing frontline customer service. Frequently, s/he is required to feel, kneel, stoop, push, and pull. S/he occasionally is required to lift up to 25 lbs, drive a vehicle, and is rarely required to climb, crawl, and lift up to 40 lbs.

## **WORK ENVIRONMENT**

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

The employee normally works in an indoor office environment that is air-conditioned. The noise level in the workplace is quiet to noisy, with occasional, short periods of loud noise, including aircraft flying overhead, screaming or crying children, workers using equipment/machinery or alarms going off. Staff may be exposed to indoor contaminants, and the dust and particulate level is high for an office environment.

There is potential for aggressive or hostile interactions and/or violence in dealing with the public and large groups of people of diverse cultures. The job requires the employee to make decisions directly affecting the safety of others. Some evening and weekend work is required. Employees are engaged in a variety of tasks requiring repetitive motion.

\* 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.