



## CITY OF MESQUITE

### JOB DESCRIPTION

**JOB TITLE:** Librarian

**JOB NO:** PM014212

**JOB FAMILY:** Professional

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

#### **GENERAL SUMMARY**

To provide assistance to library patrons including reader's advisory, reference, curriculum support, collection development and programming; to maintain library book and audio-visual collections; and to respond to and resolve questions from library patrons.

#### **SUPERVISION**

General supervision is provided by the Manager of Branch Library Services and Library Services Supervisor-Public Services. May be responsible for supervision of Library Aides.

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

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Assist library patrons in using the library including responding to reference questions, advising patrons on reading material and reviewing the proper usage of library material and equipment.
3. Maintain library collection and materials; read reviews in periodicals and newspaper; select and order books and audio-visual materials; review needs with assigned supervisor.
4. Research and identify library patrons' needs; develop and implement programs and resource material; prepare and distribute publicity material.
5. Plan, organize and participate in library programs; make presentations at schools; organize and conduct library tours; maintain cooperative relationships with teachers, principals and other school officials.
6. Work with outside agencies to promote and develop library programs; collaborate with supervisor and other librarians.
7. Develop indexes for using reference material; set up databases; enter data into the computer; catalog library material when necessary.
8. Provide timely, accurate and thorough Performance Reviews for supervised employees.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of library science and services.
10. Register and assist patrons at the public access computer workstations.
11. Attend to procedures involved in the closing and securing of library facilities each evening.
12. Provide the best possible customer service to the public.
13. Work as a cooperative and supportive member of the Library team.

14. Keep current on all new technological procedures, processes and equipment.

### **OTHER DUTIES AND RESPONSIBILITIES**

1. May oversee and coordinate interlibrary loans; ensure that borrowed material is returned to the lending institution.
2. May catalog audiovisual materials including locating, adapting and creating MARC records.
3. May coordinate the receipt, display and distribution of federal income tax forms and publications.
4. Assist in setting up book displays and library program displays.
5. Assist in repairing books with broken binding or ripped pages.
6. May sort and prepare items for the Friends of the Mesquite Public Library book sales.
7. May oversee, assign and review the work of lower level library staff.
8. Perform other duties as assigned.

### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION**

Master of Library Science from an American Library Association accredited college or university.

#### **EXPERIENCE**

No experience required.

#### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

### **COMPETENCIES**

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees;  
3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

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

#### **Knowledge of:**

Principles and practices of library science.

Procedures, methods and techniques of selecting library reference material.

Library programs and services and their relationship to community needs.

Literature that appeals to general and specific audiences and interests.

Principles and practices of library cataloging and classifications.

Dewey Decimal Classification System.

Electronic library services.

Modern office procedures, practices, methods and computer equipment including Microsoft Word, Excel, PowerPoint and Access.

Pertinent federal, state, and local laws, codes and regulations.

**Skill in:**

Assembling and preparing data for report presentations.

Resolving disputes or complaints brought by patrons.

Identifying and using current library technology and in communicating their use to patrons.

**Ability to:**

Work varied shifts depending upon assignment.

Interpret and explain library policies and procedures.

Oversee and train lower level library staff.

Identify and respond to community information needs.

Prepare clear and concise reports.

Tactfully respond to requests and inquiries from the public.

Flexibly adapt to a variety of work situations and interruptions.

Communicate clearly and concisely, both orally and in writing.

Readily adapt to changes in policies or work methods.

Work in a team environment.

Work effectively with people from diverse social, economic and racial backgrounds.

Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- reading and writing
- *operate assigned equipment*
- *making observations*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *sitting, walking, stooping and crouching while performing reference duties, assisting customers, cataloging materials and performing other duties*
- *pushing and pulling book trucks that require up to 30 lbs. of pressure to move.*

\_\_\_\_\_  
Director of Human Resources

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Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: February 1993**

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