

# CITY OF SAN MARCOS JOB DESCRIPTION

**Job Title:** Librarian – Program and Outreach Services  
**Department:** Community Services-Library  
**Salary Grade:** 20

**Schedule:** 9 am – 6 pm, M – F  
**FLSA Status:** Exempt  
**Date:** July 3, 2019

## **JOB SUMMARY**

Coordinates and performs a variety of professional-level library work in one or more of the following areas of the library operation: children's services, adult services, or teen services; selects materials for the library collection; provides reference and reader's advisory services; and performs related duties as assigned.

## **ESSENTIAL FUNCTIONS**

1. Performs professional-level library work of the following types:
  - Plans, schedules, implements, and publicizes educational and informational library programs and displays; maintains statistics on program attendance, evaluates programs, and prepares reports.
  - Primary focus will be supporting the workforce development needs of San Marcos and will include identification of unmet needs and challenges that face our business community, outreach services to unemployed/underemployed residents, develop mentoring/ volunteer opportunities, and coordinate with government, nonprofit, and social service agencies
  - Provides story times, puppet shows, and other engaging educational programs for children.
  - Provides programs for teens and/or adults.
  - Promotes the programs, collections, and services of the library by preparing publicity fliers, press releases, slide shows, bibliographies, displays, and bulletin boards. Develops and maintains library web pages and online newsletters.
  - Makes public presentations about the library and represents the library at community events.
  - Helps develop and implement library plans, policies, and procedures.
  - Assists with fundraising, grant projects, volunteer recognition, and other special events.
  - Plans, advertises, and provides programs for the annual summer reading program.
2. Provides professional research assistance and instruction to library patrons:
  - Uses in-depth knowledge of library resources and research methods to assist patrons in locating materials and information; provides reader advisory services.
  - Provides instruction and assistance to patrons in the use of library computers, software, databases, and equipment.
  - Provides library tours and bibliographic instruction to school groups and other organizations.
  - Proctors exams; registers patrons for library classes; issues TexShare cards; and provides interlibrary loan services.
  - Addresses and facilitates the timely and effective resolution of complex patron issues.
  - Troubleshoots computer, printer, and PC reservation system problems.
3. Responsible for collection development in assigned areas:
  - Reviews, selects, purchases, and de-accessions assigned collection materials.
  - Uses statistical data to ensure that the library collection appropriately meets the needs of the community.
  - Tracks and manages budget allocation for library materials.
  - Prepares bibliographies, displays, and online newsletters featuring materials from the library collection.
4. Miscellaneous:
  - Serves as the "manager on duty" during assigned shifts; resolves customer service complaints; deals with emergency and security issues.
  - Provides training and supervision of clerical workers and volunteers as assigned.
  - Serves on City committees and/or teams as appointed.
  - Attends staff meetings and training programs.
  - Performs other routine and/or specialized duties relative to area of assignment as assigned.

The job description is not an employment agreement or contract. The activities listed above describe the general nature and level of work being performed, and do not limit any additionally assigned responsibilities and may be altered as deemed necessary by the City of San Marcos.

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## **DECISION MAKING**

- Trains and supervises the activities of subordinate personnel and/or volunteers.
- Serves as "Manager on Duty" for assigned shifts.

## **MINIMUM REQUIREMENTS**

- Master's Degree in Library Science or Information Studies from an American Library Association-accredited graduate school is required.
- Two (2) years library experience is preferred.
- Must possess a valid Texas Driver's License with an acceptable driving record.

## **JOB DIMENSIONS**

- Must have the ability to prepare, proof and review departmental correspondences, policies, and procedures. Must be able to create effective presentations, publicity materials, spreadsheets, and reports.
- Effective verbal and written communication skills are required; must be able to maintain positive working relationships with City departments and personnel, outside agencies, vendors, community organizations, patrons, and the general public.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Physical requirements include lifting up to 35 pounds rarely. Subject to vision constantly; handling, and fine dexterity frequently; standing, sitting, walking, lifting, carrying, pushing/pulling, reaching, bending, climbing, balancing, vision, hearing and talking occasionally; kneeling, crouching, crawling, twisting and foot controls rarely.

Working conditions involves occasional exposure to infectious diseases and irate members of the public.

***Safety/Security Sensitive Position.***

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