

City of Fort Worth, Texas Job Description

Classification Title	Librarian		
Job Code:	PR5020	Job Family:	Professional
Pay Grade	509	Date Reviewed:	07/14/15
FLSA Status	Nonexempt	Date Revised:	10/01/16

GENERAL SUMMARY

Performs a wide variety of routine professional library work within an assigned area of library operations. Acquires, catalogues and circulates material for patron use; provides a wide variety of public services to library patrons, including reference services, circulation and research activities; and maintains library collection and cataloging of books, films, records and other materials.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs a variety of routine tasks related to the acquisition or cataloging of library materials; assists in the processing and maintenance of library materials; and provides assistance at public desks within the library.
2. Provides reference services utilizing a wide variety of reference tools, including automated databases and other library technologies; and assists patrons in the use of facilities and services.
3. Assists in maintaining and developing assigned library collection; removes outdated and unused materials; catalogs and classifies books; verifies catalog cards, labels, and pockets; and affixes identification labels to materials.
4. Participates in the evaluation of library materials; recommends purchase of new materials; analyzes procedures used to collect new library materials; and recommends modifications to improve library collection.
5. Performs cataloging duties. Creates an original bibliographic record of book title; and reviews and corrects cataloged materials from other branches before distribution.
6. Conducts bibliographic searches; matches bibliographic records to existing titles; copies catalog; and edits bibliographic record to verify accurate information.
7. Participates in the preparation and maintenance of displays; and assists with seasonal and on-going programs and activities, including story times and volunteer programs.

8. Responds to patron in-person and telephone requests for library materials, services and information; and assists patrons in completing requests for material not available in the local collection.
9. Participates in the promotion of library services and resources; assists in giving library tours to groups; and assists in the preparation of informational handouts for public distribution, including calendars and flyers.
10. Collects statistical data and submits reports, as needed; and provides back up clerical support.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations and services of a public library.
 - Theories and principles of library science.
 - Methods and techniques of library cataloging, circulation and automated library research.
 - Methods and techniques of providing library reference services.
 - Principles and practices of effective and efficient patron services.
 - Principles and practices of book collection and replacement.
 - Modern office procedures, methods and equipment including computers.
 - Principles and procedures of record keeping.
 - Current and emerging library trends and technology.
 - Dewey Decimal Classification System.
 - City volunteer policies and procedures.
 - Procedures for disposing of library materials.
 - Library electronic catalog.
 - Collection development best practices.
- **Skill in:**
 - Organization and time management.
 - Team building.
 - Interpersonal relations.
 - Customer service.
 - Marketing and promoting.
 - Creative thinking.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Perform a wide variety of professional library duties.
 - Provide a wide variety of public services to library patrons.
 - Assist patrons in locating library information.
 - Provide accurate and timely reference services.
 - Perform library circulation and cataloging duties.

- Maintain files and records.
- Respond to requests and inquiries from the general public.
- Give presentations to library patrons regarding library services.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Master's degree in library science and no prior experience required.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

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

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.