

City of Fort Worth, Texas Job Description

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| Classification Title | Senior Librarian | | |
| Job Code: | PR2461 | Job Family: | Professional |
| Pay Grade | 609 | Date Reviewed: | 07/14/15 |
| FLSA Status | Exempt | Date Revised: | |

GENERAL SUMMARY

Performs a wide variety of complex professional library work within an assigned area of library operations including acquiring, cataloging and circulating 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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Performs a variety of complex tasks related to the acquisition or cataloging of library materials; assists in the processing and maintenance of library materials; provides assistance at public desks within the library.
3. Provides reference services utilizing a wide variety of reference tools including automated databases and other library technologies; assists patrons in the use of facilities and services.
4. Assists in maintaining and developing assigned library collection; removes outdated and unused materials; catalogs and classifies books; verifies catalog cards, labels, and pockets; affixes identification labels to materials.
5. Participates in the evaluation of library materials; recommends purchase of new materials; analyzes procedures used to collect new library materials; recommends modifications to improve library collection.
6. Performs cataloging duties; creates an original bibliographic record of book title; reviews and corrects cataloged materials from other branches before distribution.
7. Conducts bibliographic searches; matches bibliographic records to existing titles; copies catalog and edits bibliographic record to verify accurate information.
8. Participates in the preparation and maintenance of displays; assists with seasonal and on-going programs and activities including story times and volunteer programs.

9. Responds to patron in-person and telephone requests for library materials, services and information; assists patrons in completing requests for material not available in the local collection.
10. Participates in the promotion of library services and resources; assists in giving library tours to groups; assists in the preparation of informational handouts for public distribution including calendars and flyers.

Additional Functions when assigned to Central Library's Teen Center:

1. Plans and implements programs for teens at Central Library and assist with system wide program of service for teens.
2. Participates in the evaluation of materials in Teen Center Collection; recommends purchase of new materials; analyzes procedures used to collect new library materials; recommends modifications to improve library collection.
3. Creates displays of teen library materials.
4. Performs other related duties as required.
5. 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.
- Pertinent federal, state and local laws, codes, and regulations.
- Cash handling procedures.
- Literature, authors and publishers.
- City purchasing policy.

• **Skill in:**

- Customer service.
- Using library technical applications and databases.
- Planning and organizing.
- Microsoft Office.
- Personnel management.

• **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.
- Respond to requests and inquiries from the general public.
- Give presentations to library patrons regarding library services.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Assess and evaluate current library workflow procedures to improve the quality of library services.
- Interpret circulation and demographic statistics.
- Instruct and assist patrons with research methods, technology and associated methods and tools.

MINIMUM JOB REQUIREMENTS

Master's Degree in Library Science and two years of increasingly responsible professional library experience.

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.

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.