

### **Description**

Under the general direction of the City Manager, to plan, organize, coordinate, and perform responsible advanced professional library work and administration of a City Library.

Provides extensive customer service to the public, in person and on the phone. Responsible for all aspects of library service with duties including circulation, patron assistance, programming and public relations. Ensures the library is a welcoming and safe environment that supports and represents all community members.

Works closely with local schools, organizations and clubs, book vendors, other libraries and the public.

### **Requirements**

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

- Process check-in & check-out and renew books and other library materials; assesses and collects fines; registers new patrons and updates registration records.
- Maintains an awareness of literature services, reference sources, professional trends, methods, and ethics. Implements knowledge of current trends in library services and programs.
- Maintains shelves and creates book displays, bulletin boards, bibliographies and other informational materials.
- Provides patrons with technology assistance.
- Provides reference and readers advisory guidance through reference interviews and literature searches.
- Provides exceptional service without exception.
- Maintains statistics and records for the department.
- Follows city policies, procedures, and safety guidelines.
- Participate in the budget preparation process by submitting recommendations for equipment, personnel, and supplies.
- Performs other duties as assigned.

#### **Skills:**

- Library collection classification and selection tools and techniques, as well as the principles and practices of office management, and work organization.

#### **Ability:**

- Efficiently and effectively interact with the general public, staff and internal customers to provide exemplary library service and programming.
- Use tact and courtesy with the public.
- Train library volunteers; demonstrate proficiency in both oral and written communication; establish and maintain effective working relationships with organizations, schools, employees, and the public.

Librarian  
City of Daingerfield

**Minimum Qualifications:**

- Must have a valid TX Driver's License with good driving record.
- Must be able to pass criminal history background check and pre-employment drug screening.
- High School Diploma/GED
- Small Library Management (TSLAC) or ability to complete within 1 year of employment
- Salary dependent upon experience.