

LIBRARIAN  
JOB DESCRIPTION  
Rhome Community Library

**Title/Position**

Head Librarian/  
Assistant Manager

Contact:

Pam Kemp, President & Library Director,  
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817-636-2767

**Major Function**

Performs professional, administrative, and supervisory work in directing the programs and operations of the Rhome Community Library and oversees library services and resources. Head librarian/manager also performs other RCL and nonprofit-related duties as required. Exhibits excellent communication and customer services skills. Use of strong technology knowledge and skills both to assist patrons, and in fulfilling the varied functions of the library.

**Responsibilities**

The essential functions or duties listed below are the various types of work to be performed:

- Responsible for the development and delivery of library services and projects/programs and for the efficient administration and management of daily operations of the library.
- Supervise and manage volunteers and SCSEP employees.
- Work closely with the RCL Board of Directors to develop programs for all ages and implement/lead the programs.
- Maintain a daily log of library activity; work with Board President to see that state accreditation requirements are met and assist in completion of Annual Report to TSLAC.
- Effective utilization of all features of Biblionix Apollo ILS to process all collection items as well as maintaining accurate patron records.
- Provide instruction assistance on technology devices as needed by customers.
- Attend RCL Board of Directors scheduled meetings as a non-voting member, and work under supervision of Board President/Library Director.

**Qualifications**

Education

Associate degree in Library Science or Computer/Information Sciences preferred.

Experience

Two to four years of professional library experience in a public, private, corporate, or school library.

Abilities and Skills

- Strong customer service and interpersonal skills
- Ability to relate well to persons of all ages, religions, ethnicities, and income levels
- Supervisory and management skills
- Ability to plan, organize, set goals and lead
- Strong reading, writing, speaking skills
- Ability to communicate well by phone, in writing, and in person
- Computer literacy

- Research skills
- Must be able to sit and/or stand for extended periods of time; to lift, bend, kneel, reach, and perform repetitive tasks; and to lift and carry weight of 50 pounds or less.

Knowledge

- Microsoft Office Suite
- Biblionix Apollo ILS and/or other circulation management systems
- Reference sources and research techniques, including electronic methods
- Current emerging technologies and developments in library automation
- Current public library issues and trends
- Principles and practices of professional library work
- Organization and management of library operations
- A broad range of literature
- Federal and state legislation governing freedom of speech, freedom of information, copyright, confidentiality, as applied to public library policies and practices

*This job description is subject to change by the RCL Board of Directors as needed.*