

LIBRARIAN
JOB DESCRIPTION
Rhome Community Library

Title/Position
Head Librarian/
Assistant Manager

Contact:
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Major Function

Performs professional, administrative, and supervisory work in directing the programs and operations of the Rhome Community Library and overseeing library services and resources; also performs other RCL and nonprofit-related duties as required. Exhibit excellent communication and customer services skills; Possess technology knowledge and skills; the ability to speak Spanish is a plus.

Responsibilities

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

- Responsible for the delivery of library services and projects/programs and for the efficient administration and management of daily operations of the library, including clerical and housekeeping duties, and seeing that services run smoothly.
- Supervise and manage volunteers and SCSEP employees so that the Library operates efficiently.
- 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.
- Use the Biblionix Apollo ILS to process all collection items, to check-in and out library materials, to maintain patron/member and materials collection records, to notify patrons of fines and overdue materials, and to utilize other features of Apollo.
- Provide instruction assistance on technology devices as needed by customers.
- Attend RCL Board of Directors' meetings, as a non-voting member, and work under supervision of the Board President.
- See that the Board President is immediately aware of any incident or emergency.
- Perform other duties as needed and requested.

Qualifications

Education

Prefer an Associate's Degree in Library Science or Computer/Information Sciences; but experience and background will definitely be considered.

Experience

Two to four years of progressively responsible experience in a public or private library; at least six months of supervisory and management experience.

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 prepare and administer budgets
- 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

- PC and MAC hardware and software.
- Biblionix Apollo ILS
- 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 the needs of the Library and requirements of the job change.