



## Job Description – Librarian II-Programming Coordinator

<b>Job Title:</b>	Librarian II- Programming Coordinator	<b>Department:</b>	Library
<b>Group:</b>		<b>FSLA Status</b>	Non-Exempt
<b>Minimum Salary:</b>	Not to exceed midrange	<b>Position Type:</b>	Full-time
<b>Reports To:</b>	Library Director	<b>Directs:</b>	N/A

**Applications Accepted By:**

<p><b>E-MAIL:</b> hrdirector@palestine-tx.org</p> <p><b>Subject Line:</b> Attention: Human Resources/ Job Title</p>	<p><b>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8:00AM – 5:00PM)</b></p> <p>City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8421</p>
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**Job Description**

**OBJECTIVE**

A City of Palestine Librarian II – Programming Coordinator is a high-energy, customer service-oriented position that performs a variety of library tasks under the direction of the Library Director relating to programming and public services for all ages. Librarians work a variable, 40-hour weekly schedule, including weekdays, alternate Saturdays, and at least one evening per week. Regular attendance is an essential job responsibility. May work the service desk up to 20 hours per week. Available evenings to host occasional programs.

**ESSENTIAL JOB FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

- Provides friendly, efficient, and professional service to customers, in-person, by telephone, and via email. This includes helping customers locate materials and services of interest and checking in and out materials.
- Performs readers' advisory work; research and answers reference questions; suggests titles in subject areas indicated by community interest.
- Participates in the overall planning, implementation, delivery and evaluation of local programs and services for all ages; contributes to the planning and distribution of promotional materials for related programs.
- Plans, implements, and evaluates workshops, classes and for participants of all ages.
- Plans, implements, and evaluates programs for children and teens and their parents/caregivers.
- Engages with the community and target audience through the development and implementation of outreach; evaluates outreach opportunities and adjusts as necessary.
- Provides customers with technology assistance and computer training and assists customers with self-service equipment and technology.
- Provides collection guidance for increased engagement, to support the goals and initiatives of the library system and to meet the needs of the local community.



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- Contributes to the growth and development of community relationships; supports and participates in civic engagement; participates in community activities by providing information, answering questions, and discussing community needs for services.
- Develops library displays and merchandises materials to showcase the library's materials, programs, and special events.
- Works with volunteers
- Staffs service points as scheduled.
- Sort and shelve library materials as well as regular shelf reading.
- Address any safety issues as well as help maintain the positive appearance of the library.
- Serves as the Manager on Duty, when needed.
- Additional duties as required.

### KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

- Detailed oriented, strong communication skills.
- Ability to communicate clearly and concisely, orally and in writing, including formal communications and making presentations with the general public.
- Ability to perform a wide variety of multi-step procedures.
- Thorough knowledge of Library policies and procedures.
- Ability to maintain accurate files and records.
- Ability to use a variety of office equipment (photocopier, fax, printers, etc.) and software (Microsoft Office, Library Integrated systems, and Internet).
- Ability to adapt to changing situations
- Ability to deal tactfully with personnel, visitors, government agencies/personnel, and the public.
- Ability to establish and maintain a positive working relationship with a diverse community.
- Employ basic math skills, including statistics and budgeting.

### 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.

Library Assistant performs essential functions in a library environment. Incumbent should be able to shelve and retrieve books and other items on high shelves, lift to 50 pounds, and be able to kneel, stand, bend, stoop, stretch, climb, and work in confined spaces. Incumbent may work a varied schedule including nights and weekends.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree from an accredited university or combination of work experience and higher education is required.
- Two years of experience in a library setting is required.
- Librarian II must have good library automation skills as related to the delivery of library services and must demonstrate proficiency in all Microsoft Office programs.



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- A Master’s Degree in Library Science or related field is preferred. Two years’ experience in a library setting is preferred.
- Must have and maintain a valid Texas Driver’s License
- Regular attendance is required.

**CONDITIONS OF EMPLOYMENT**

Must pass a pre-employment drug screen and background check.

Must have and maintain a satisfactory driving record.

**ADDITIONAL INFORMATION**

**This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.**

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

**Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).**

Reviewed By:	Ana Sanchez	Date:	September 21, 2021
Approved By:	Lisa Cariker	Date:	September 21, 2021
Last Updated By:	Ana Sanchez	Date/Time:	September 21, 2021
Received By:		Date:	