



Notice of Vacancy

WORKING TITLE: Librarian (Job Description)

DEPARTMENT: Ed Rachal Public Library

REPORTS TO: COUNTY JUDGE

GENERAL DESCRIPTION: The position is an exempt position which organizes the library database, services and help people find materials and resources. This includes: 1) Developing and updating library inventory, 2) Handling requests by patrons, and 3) Researching and implementing new information management techniques.

RESPONSIBILITIES:

- Oversee the library to ensure cleanliness, order, and protection of the library's resources!
- Develop and organize library inventory (e.g. with books, collections, periodicals, multimedia, etc.)
- Conduct regular checks and updates on database information.
- Help patrons research reading materials and references.
- Answer patrons' questions via phone or email.
- Publish and update content on the library's website (e.g. book summaries, reviews, blog, etc.)
- Research and implement new information system techniques.
- Organize activities and promotional events (e.g. , summer reading program, Winter Texas Program, Speaker series etc.)
- Supervise library assistants and other staff.

REQUIREMENTS

- Experience using computers and working with electronic databases.
- Familiarity with information management systems.
- Strong organizational skills
- Effective communication
- Ability to multitask
- Patient and friendly personality
- Detailed oriented
- Collaborative Skills
- Adaptability and flexible
- Customer Service Oriented

PREFERRED

- Previous experience as a librarian
- A degree in Library Science