

Taylor County Board of County Commissioners

JOB TITLE: Paraprofessional Children's Librarian

EXEMPT (Y/N):	Yes	UNION (Y/N):	No
Pay Grade 210	\$12.92 per hour	WORKERS COMP CODE:	8810
LOCATION:	Public Library	DEPARTMENT:	Library
PREPARED BY:	Human Resources	DATE:	11/1/99
APPROVED BY:	BCC	Edited:	08/12/2014

THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS

SUMMARY: This position performs skilled library work and public contact requiring the exercise of mature judgment and the application of thorough knowledge of library organization involving reader advisory and reference work on the children, young adult, or adult levels. This position reports directly to the Library Director as well as supervising the work of shelvers, library technicians, volunteers, custodians, and exercising considerable independence within the scope of established laws, rules, regulations, and procedures. Duties also include maintaining the County library's Internet server catalog and on-line LAN applications. Supervision and direction is received from the Department Head who confers with the employee on unusual or complex administrative and legal problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the Library Director with collection, maintenance, programming, bookkeeping, and staff training.
- Schedules staff assignments.
- Performs reader guidance and reference service to walk-in or telephone patrons of the County library.
- Assists in weeding and shifting activities, shelf reading, materials selection, and processing new materials.
- Maintains the appropriate bookkeeping for the County library.
- Supervises and works from the circulation desk or floor to provide service, register patrons, and circulate materials.
- Conducts library tours and maintains special collection areas of the library.
- Operates equipment such as computers, audio and video machines, microfilm and fiche readers, charging machines, photocopiers and trains other staff and patrons in the operation and maintenance of such equipment.
- Opens and closes the library facility.
- Schedules staff desk schedules, absences, and timesheets.
- Oversees daily operations of headquarter facility.
- Maintains and manages library LAN and circulation networks.
- Supervises Web pages construction.
- Ability to type 40 WPM.
- Performs related work as required.

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Children's Librarian

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of reader guidance, reference, community outreach, and programming work. Computer systems, computer applications, LAN management, and Web based customer service. Must also possess knowledge of collection and maintenance as well as basic bookkeeping. Ability to train staff.

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.

While performing the duties on this job, the employee is regularly required to sit, stand, use hands and fingers, walk, reach, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 40 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Workplace is in an office environment.

EDUCATION AND/OR EXPERIENCE: High School diploma or equivalent; two years of college and/or Associate's degree or minimum of six (6) years of relevant library experience.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.