



## **CITY OF RIO COMMUNITIES**

### **JOB DESCRIPTION**

Position: Full-time Librarian (Community Programs)

Status: Exempt

#### **Class Characteristics:**

The Librarian is a single position class responsible for planning, organizing, and administering policies and procedure governing library services and related community programs. The incumbent is accountable for carrying out goals and objectives to further the Library and City within general policy guidelines. This position will require general supervision by the City Manager.

The successful candidate must have high energy, be willing to learn, and the ability to achieve ambitious standards of customer service and program coordination. This position requires working directly with the public and other staff and volunteers.

#### **Essential Functions:**

- Plans, organizes, and administers policies and procedures governing the library.
- Prepares, administers, and monitors the annual operating budget as approved by the City of Rio Communities.
- Selects, trains, and manages library employees and volunteers to supply excellent services to patrons.
- Works with the library staff/volunteers to formulate internal operating policies and communicates city, library and other policies to staff and public.
- Maintains a well-organized, clean and user-friendly environment.
- Assesses and develops library and community programs to meet the needs of the citizens.
- Selects and purchases books and other materials to address community needs.
- Aids patrons in finding library reference material, computer use, and inquiries.
- Prepares annual report and audit for the State Library
- Prepares and presents monthly reports for the City of Rio Communities City Council and Library Board.
- Collaborates with other public, local and educational agencies on common library issues and community activities.
- Displays and distributes various government and community service materials.
- Serves as staff liaison for the advisory Library Board to City Council members.
- Serves as staff liaison with The Amigos of Rio Communities Public Library.
- Seeks and applies for grant funds with the authorization of the City of Rio Communities.
- Provides tourists and newcomers with historical and community resource information.
- Attends safety training and professional development as needed.

**Non-Essential Duties:**

The duties listed above are intended only as illustrations of the several types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**Minimum Qualifications:**

- High school diploma or GED.
- Working knowledge of word processing, spreadsheets, the internet, and social media is essential.
- Must be willing to complete training and obtain a Professional Librarian's Certificate within one year after hire.
- Must be able to communicate in an acceptable manner with the staff and the public.

**Supervision:**

Duties are performed under the direct day-to-day supervision and administration of the City Manager. Independence of action is stressed in overall performance of duties. The Librarian serves at the pleasure of the City Manager and shall be subject to the terms of the City of Rio Communities Personnel Policy.

**Physical Demands:**

While performing the duties of this position, the employee will be working mainly indoors. The employee is required to communicate both orally and in writing. The employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to 20 pounds.

**Additional Preferences:**

- Experience with Dewey decimal system, databases and e-Readers.
- Possession of a Grade I, II or Permanent Professional Certification from NM State Library Department at time of application.
- Previous work experience in a library or educational program.
- Post-secondary course work with additional preference for an AA or BA/BS degree and additional preference for course work in library science.

**Pre-Employment Requirements:**

Must be able to successfully pass a drug screen and background check.

**Compensation Type:** Hourly position, paid every two weeks.

**Exemption Status:** Non-Exempt.

**Salary:**

Starting wage or salary is negotiable within established wage range depending on qualifications, education, and training in related fields. Compensation is determined yearly by budgetary process. The Librarian shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time. I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.