



CITY OF RIO COMMUNITIES JOB DESCRIPTION

Position: Librarian
Status: non-exempt

Class Characteristics:

The Librarian is a single position class responsible for planning, organizing, and administering policies and procedure governing library services. 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. This position requires working directly with the public and other staff and volunteers.

Typical Functions:

- Administers policies and procedures governing the library.
- Selects, trains, and manages library employees and volunteers to supply excellent services to patrons.
- Communicates city, library, and other policies to staff and public.
- Maintains a well-organized, clean and user-friendly environment.
- Assesses and develops library programs to meet the needs of the community.
- Selects and recommend the purchases of books and other materials to address community needs.
- Aids patrons in finding library reference material, computer use, and inquiries.
- Prepares annual report for the State Library
- Prepares and presents monthly reports for the City of Rio Communities City Manager.
- 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 with the Friends of the Library.
- Provides 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. 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, to be paid every two weeks.

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.

Print Employee Name

Employee Signature

Date