



**EMPLOYMENT OPPORTUNITY**  
Chambers County Library System

JOB TITLE: Branch Librarian (Full Time)

DEPARTMENT: Mont Belvieu (**Sam and Carmena Goss Memorial Branch Library**)

REPORTS TO: County Librarian

ANNUAL SALARY: \$34,609.25

APPLICATION POSTING: May 10, 2018—until filled

**JOB SUMMARY AND PRINCIPAL DUTIES:** **Please see attached description of the Branch Librarian position.** Under the general supervision of the County Librarian, oversees the day-to-day activity of a branch library. Activities include: supervision of branch staff and volunteers; basic reference work; planning of programs for children and adults; interaction with community as library representative. Has responsibility for the smooth operation of the branch using standard operating procedures established by the County Librarian and policies approved by the Library Advisory Board.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge:** Background in basic library operations, reference procedures, and staff management techniques. Preferred knowledge: some classroom instruction on library operations, policies, procedures, and philosophy; ability to communicate on a basic level in a second language. Library online circulation system, catalog and resources. Basic internet searching, computer, and keyboarding skills. Safe work practices.

**Skill/Ability to:** Work independently in the absence of supervision. Provide oral and written instructions in a clear and concise manner. Work accurately with numbers. Handle multiple activities or interruptions at once. Establish and maintain effective working relationships with employees, supervisor(s) and general public. Analyze and resolve complex situations. Willingness to assume responsibility. Proven ability to plan and supervise the work of others as well as manage in a fair and consistent manner.

**MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING:**

This is a PROFESSIONAL position. High school graduation or its equivalent. Library experience of at least 3 years is desired. Management experience is required. The person accepting this position will be encouraged to complete the Texas State Library's Small Library Management Program within 2 years. **Interview will include a computer skills assessment.**

Applications may be picked up at the library branches listed below, or in the County Treasurer's office in the Courthouse at Anahuac. For more information on the position, please contact County Librarian Valerie Jensen, at the System Office number.

*Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.*

*Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment.*

**County Librarian, Valerie Jensen, MLIS**

**Chambers County  
Library**  
202 Cummings Street  
P.O. Box 520  
Anahuac, TX 77514  
409-267-2554  
Fax 409-267-5181

**Juanita Hargraves  
Memorial Branch**  
924 Highway 124  
P.O. Box 597  
Winnie, TX 77665  
409-296-8245  
Fax 409-296-8243

**Sam and Carmena Goss  
Memorial Branch**  
1 John Hall Drive  
P.O. Box 1289  
Mont Belvieu, TX 77580  
281-576-2245  
Fax 281-576-2496

**System Offices:**  
409-267-2550  
Fax 409-267-3783  
[www.chambers.lib.tx.us](http://www.chambers.lib.tx.us)  
Email:  
[ccls@chamberstx.gov](mailto:ccls@chamberstx.gov)  
[vjensen@chamberstx.gov](mailto:vjensen@chamberstx.gov)

## **Job Description: BRANCH LIBRARIAN**

**CLASS NO.** 1504

**EEOC CATEGORY:** Paraprofessionals

**PAY GROUP:** 16

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

Under the general supervision of the County Librarian, oversees the day-to-day activity of a branch library. Activities include: supervision of branch staff and volunteers; basic reference work; planning of programs for children and adults; interaction with community as library representative. Has responsibility for the smooth operation of the branch using standard operating procedures established by the County Librarian and policies approved by the Library Advisory Board.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Librarian
2. Directs: Assistant Branch Librarian, Library Technician, Library Pages, Summer Help, and Volunteers.
3. Other: Liaison work for the library system with local media, community service groups, the business community, and the local school system, and extensive interaction with library patrons and groups (including Library Advisory Board and Friends of the Library) inside the branch.

### **EXAMPLES OF WORK**

#### Essential Duties\*

Oversees and can adequately perform all aspects of branch operations;

Develop, deliver and continually evaluate and improve branch services;

Supervise, train, motivate, schedule and evaluate all branch employees; guide staff towards the highest of standards of customer service;

Takes lead role in providing reference and readers' advisory services to customers;

Supervise and delegate the daily money collection, including its safe keeping and appropriate delivery to the County Librarian;

Works with other staff to plan and conduct branch activities and programs;

Oversees building and property management functions, communicating any needs or problems to the appropriate person(s);

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 5/8/2018

## **CLASS NO. 1504 (Continued)**

Participates in branch collection development including adding and deleting of all formats of materials;

Implements and interprets library policies and procedures to staff and customers;

Prepares narrative and statistical reports, etc., as assigned;

Attends monthly staff meetings with County Librarian to assist with countywide planning and to ensure similar use of policies and procedures within the county system;

Handles conflict situations, including disciplinary procedures;

Adheres to, supports and effectively implements Administration and Board policy, procedures, and core values as they pertain to the library's mission;

Responsible for training and supervision of branch volunteers;

Maintains an awareness of developments and changes in the profession through meetings and professional reading;

Performs additional duties and assignments, as requested;

May, as a senior staff member, be responsible for countywide projects, such as coordination of children's programming, coordination of IRS tax distribution forms for the library system, or maintenance of certain aspects of the library automated network.

Provides library instruction and orientation tours; plans and implements programs, parties, and special events.

Oversees local branch activities for annual summer reading program. Ensures that program presenters and business underwriters are solicited, that school classes have been notified or visited. Coordinates activities relating to reading logs, distribution of reading incentives, and statistical reporting from the branch to the County Librarian.

Provides instruction on the use of equipment to the public, including personal computer, mobile devices, multimedia projectors, fax machines, photocopying equipment, and typewriters.

Carries out essential duties and responsibilities reliably within 12 months of on-the-job experience and training;

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* Background in basic library operations, reference procedures, and staff management techniques. Preferred knowledge: some classroom instruction on library operations, policies, procedures, and philosophy; ability to communicate on a basic level in a second language; knowledge of library online circulation system, catalog and resources; basic internet searching, computer, and keyboarding skills; and safe work practices.

This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 5/8/2018

## **CLASS NO. 1504 (Continued)**

*Skill/Ability to:* Work independently in the absence of supervision. Provide oral and written instructions in a clear and concise manner. Work accurately with numbers. Handle multiple activities or interruptions at once. Establish and maintain effective working relationships with employees, supervisor(s) and general public. Analyze and resolve complex situations. Willingness to assume responsibility. Proven ability to plan and supervise the work of others as well as manage in a fair and consistent manner.

*Physical considerations:* This job is classified as light duty. However, there are extensive physical activities related to this position on a regular basis, due to interaction with the public. These actions include reaching for large books above shoulder level and at floor level, lifting same, and walking throughout the building, extensive sight, hearing, and speaking. Moving tables, chairs, equipment, and loaded book trucks are normal operations. Lift materials and furniture, which may include loaded book trucks, or delivery bags weighing between 40-60 lbs. Sitting at a desk averages less than 25% of this job.

### **ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation or its equivalent. Library experience of at least 3 years is desired. Management experience is required. The person accepting this position will be encouraged to complete the Texas State Library's Small Library Management Program within 2 years. Supports intellectual freedom and the American Library Association's Code of Ethics <http://www.ala.org/tools/ethics>. Experience in training and supervising others, including work delegation, scheduling, evaluating performance, etc. is required. Strong analytical ability, and collaborative problem solving skills. Excellent organizational skills. Effective communication, listening and interpersonal skills. Good attention to detail and accuracy. Ability to act as a leader, and able to assist others to adapt to growth and change. Excellent customer service skills. Professional demeanor, including tact, good judgement, dependability and courtesy.

### **CERTIFICATES AND LICENSES REQUIRED**

Valid Texas Driver License.