

Wells Branch Community Library District

Job Description: Youth Services Supervisor/ Youth Services Librarian

General Description:

This is a full time, permanent, exempt position. This person is responsible for developing and executing programs and services for youth. This person also maintains the youth collections. This management level position reports to the library director and is responsible for oversight and other personnel in the area, both paid and unpaid.

Qualifications:

- Master's Degree in Library Science for Librarian; equivalent education and experience in related field for Supervisor
- Management experience is preferred.
- Demonstrated competence with basic computer functions as used in the library setting.
- Functional knowledge of Faronics, Envisionware, and Biblionix products is preferred
- Excellent customer service, communication, and organization skills
- Problem solving, flexibility, and willingness to make decisions and take responsibility for the outcomes
- Friendly and welcoming attitude towards everyone
- Program delivery experience
- Knowledge of children's and youth literature, learning styles, and literary education standards

Professional Responsibilities:

- Develop, plan, promote, deliver, and evaluate programs for ages 0-18
- Work with other librarians to develop, plan, promote, deliver, and evaluate family and special programs.
- Manage, maintain and evaluate the youth collections including collection development, deselection, and assurance of proper MARC records.
- Plan and manage displays, exhibits, and passive programming in the youth areas.
- Create and maintain relationships with area schools and other appropriate venues to promote library services and partnerships.
- Train staff and volunteers in youth area tasks and programs.
- Maintain records on costs (direct and indirect), attendance, and outcomes for programs.
- Maintain and distribute proper written procedures for tasks relating to youth services.
- Manage the Family Place play and development center and surrounding programming.
- Research, apply for, and manage grants and fundraising projects as appropriate.
- Uphold established policies and procedures, and work with the team to improve those policies and procedures as appropriate
- Prepare regular reports for the Director about youth services and activities
- Provide professional representation of the library at public, legislative or community functions

- When assigned, supervise library operations and serve as emergency after-hours contact in rotation with the director

Functions common to all library personnel:

- Provide customer service
- Circulate materials including check-out, check-in, renewals, holds, reserves, and uncatalogued items
- Assist patrons in use of library resources including databases
- Provide patrons with assistance utilizing computers and other library resources
- Re-shelve materials and other items in the proper manner
- Catalog and process materials for circulation
- Solicit input from the community regarding library materials and services
- Receive and refer complaints and non-conformance forms
- Assist patrons with basic information and reference needs
- Participate in training new staff and volunteers
- Maintain the library's physical presence
- Create and issue library cards and TexShare cards
- Assist with special programs as requested
- Attend continuing education or staff development as requested
- Participate in the acquisition of new materials and de-selection of other materials
- Provide basic repairs to library materials
- Recommend improvements for library collection, services, website, etc.
- Advocate for the library
- Attend workshops, trainings, and development seminars as requested
- Participate in creating displays, exhibits, and programs
- Provide in-person, telephone, email, and IM reference service
- Other duties as assigned

Wells Branch Community Library District

Job Description: Adult Services Supervisor/ Adult Services Librarian

General Description:

This is a full time, permanent, exempt position. This person is responsible for developing and executing programs and services for adults, including the volunteer program, and maintenance of the adult collection. This management level position reports to the library director and is responsible for oversight and other personnel in the area, both paid and unpaid. When the director is unavailable, this position serves as designee to interpret policy and take necessary action.

Qualifications:

- Master's Degree in Library Science for Librarian; equivalent education and experience in related field for Supervisor
- Management experience is preferred.
- Demonstrated competence with basic computer functions as used in the library setting.
- Functional knowledge of Faronics, Envisionware, and Biblionix products is preferred
- Excellent customer service, communication, and organization skills
- Problem solving, flexibility, and willingness to make decisions and take responsibility for the outcomes
- Friendly and welcoming attitude towards everyone
- Programming and training experience
- Experience working with volunteers
- Proficiency in guided collection development

Professional Responsibilities:

- Develop, plan, promote, deliver, and evaluate adult education and enrichment programs
- Work with other librarians to develop, plan, promote, deliver, and evaluate family and special programs.
- Recruit, train, schedule, recognize and evaluate volunteers
- Manage, maintain and evaluate the adult collections including collection development, deselection, and assurance of proper MARC records.
- Plan and manage displays, exhibits, and passive programming in the adult areas.
- Create and maintain relationships with appropriate venues to promote library services and partnerships.
- Supervise onboarding for new employees and volunteers to include orientation and training.
- Assist the director with tasks related to the annual election, compliance reports and accreditation requirements.
- Manage, coordinate and distribute calendars and marketing materials for library programs and services.
- Manage and update the library's website.
- Maintain records on costs (direct and indirect), attendance, and outcomes for programs.

- Maintain and distribute proper written procedures for tasks relating to adult and volunteer services.
- Create and maintain reference services and aids
- Oversee quarterly inventory
- Maintain accurate and complete procedures and policies manual online and physically
- Provide regular training workshops and programs to patrons demonstrating the library's digital offerings.
- Maintain the Community Resource Binder and webpage.
- In the Director's absence, serve as Board Liaison by attending meetings and preparing reports.
- Research, apply for, and manage grants and fundraising projects as appropriate.
- Uphold established policies and procedures, and work with the team to improve those policies and procedures as appropriate
- Prepare regular reports for the Director about adult services and activities
- Provide professional representation of the library at public, legislative or community functions
- When assigned, supervise library operations and serve as emergency after-hours contact in rotation with the director

Functions common to all library personnel:

- Provide customer service
- Circulate materials including check-out, check-in, renewals, holds, reserves, and uncatalogued items
- Assist patrons in use of library resources including databases
- Provide patrons with assistance utilizing computers and other library resources
- Re-shelve materials and other items in the proper manner
- Catalog and process materials for circulation
- Solicit input from the community regarding library materials and services
- Receive and refer complaints and non-conformance forms
- Assist patrons with basic information and reference needs
- Participate in training new staff and volunteers
- Maintain the library's physical presence
- Create and issue library cards and TexShare cards
- Assist with special programs as requested
- Attend continuing education or staff development as requested
- Participate in the acquisition of new materials and de-selection of other materials
- Provide basic repairs to library materials
- Recommend improvements for library collection, services, website, etc.
- Advocate for the library
- Attend workshops, trainings, and development seminars as requested
- Participate in creating displays, exhibits, and programs
- Provide in-person, telephone, email, and IM reference service
- Other duties as assigned

Wells Branch Community Library District

Job Description: Technology Supervisor/ Technology Librarian

General Description:

This is a full time, permanent, exempt position. This person is responsible for efficient circulation services and functions as part of the library operations as well as the operations and programs for the Learn and Build crafting space. This management level position reports to the library director and is responsible for oversight and other personnel in the area, both paid and unpaid.

Qualifications:

- Master's Degree in Library Science for Circulation Librarian; equivalent education and experience in related field for Supervisor
- Management experience is preferred.
- Friendly and welcoming attitude towards everyone
- Demonstrated competence with basic computer functions as used in the library setting.
- Functional knowledge of Faronics, Envisionware, and Biblionix products is preferred
- Excellent customer service, communication, and organization skills
- Problem solving, flexibility, and willingness to make decisions and take responsibility for the outcomes
- Technological aptitude
- Passion and aptitude for crafting projects and learning new techniques
- Teaching experience, specifically for adults, is preferred

Professional Responsibilities:

- Manage/oversee regular circulation tasks including the processing of overdues, the TexShare program and Interlibrary Loan
- Manage informal complaints and non-conformance forms for circulation issues
- Manage the circulation system to ensure proper operations
- Maintain statistics for library operations, services and programs
- Train staff and volunteers (as needed) in circulation tasks.
- Maintain and distribute proper procedures for circulation tasks
- Maintain safety and inventory information for the LAB as well as properly documented procedures for operation of equipment and running of the open LAB hours
- Develop and deliver crafting programs for the LAB
- Integrate services such as databases and digital materials into the catalog and ensure proper protocols are in place for their utilization.
- Maintain computers for staff and patrons including security updates, installations, problem logs and necessary customizations.
- Train staff and volunteers in technology and digital services
- Maintain proper written procedures for tasks relating to the library technology including troubleshooting guides and instructions

- Maintain usage guides for patrons to access digital services
- Maintain complete and correct MARC records
- Oversee technical services and manage the processing and deployment of library materials.
- Create and maintain relationships with appropriate venues to promote library services and partnerships.
- Research, apply for, and manage grants and fundraising projects as appropriate
- Uphold established policies and procedures, and work with the team to improve those policies and procedures as appropriate
- Prepare regular reports for the Director
- Provide professional representation of the library at public, legislative or community functions
- When assigned, supervise library operations and serve as emergency after-hours contact in rotation with other managers

Functions common to all library personnel:

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- Assist with special programs as requested
- Attend continuing education or staff development as requested
- Participate in the acquisition of new materials and de-selection of other materials
- Provide basic repairs to library materials
- Recommend improvements for library collection, services, website, etc.
- Advocate for the library
- Attend workshops, trainings, and development seminars as requested
- Participate in creating displays, exhibits, and programs
- Provide in-person, telephone, email, and IM reference service
- Other duties as assigned