

LIBRARIAN



We Are Hiring

➤ Responsibilities:

* Managerial

- Operations of the Library
- Lead, supervise, and evaluate staff and volunteers, including hiring, training, and performance management
- Develop long-range plans, policies, and procedures; ensure staff compliance and operational effectiveness
- Prepare and manage the Library budget; oversee expenditures and produce annual reports
- Direct collection development, including selection, acquisition, and evaluation of materials and donations
- Plan and oversee library programs, services, and community engagement initiatives

* Administrative

- Prepare reports, surveys, and grant applications; conduct research and special studies
- Prepare and submit the annual department budget.
- Manage communications, including media releases, event promotion, and donor relations.

➤ Requirements:

- Bachelor's degree or equivalent combination of training, education, and experience.
- 3 years of community library experience or equivalent.
- Knowledge of local, state and federal codes, policies, laws and regulations as they relate to Library operations.
- Knowledge of cataloging, library computer system, and modern library procedures and practices.
- Effective management and supervision.

Incorporated in 1919, today the Town is a progressive, full-service community providing police, fire, public works, parks & recreation, code enforcement, water system, and a library.



Position

Directs library operations and staff in coordination with the Library Board, fostering a welcoming, service-oriented environment. Promotes reading for all ages, delivers diverse programs, connects citizens to community resources, and supports educational and recreational engagement under Town Manager supervision. Starting pay; \$43,968 - \$52,761.



Apply Your CV

Eligible candidates must send a complete resume to:
info@signalmountaintn.gov



+423-886-2177



signalmountaintn.gov



1111 Ridgeway Ave.
Signal Mtn. Tennessee, 37377

**Town of Signal Mountain
Position Description**

**Title: Librarian
Department: Library**

Pay Grade 6

Purpose:

Employee directs the operations and staff of Library in consultation with the Library Board to set the tone as a friendly, helpful facility that welcomes citizens, offering them educational and recreational resources, promoting reading for all ages, creating programs that address multiple interests, informing citizens of other local programs that celebrate reading and writing and encouraging them to attend. This position is under the supervision of the Town Manager and the Library Board.

Fair Labor Standards Act Service:

Exempt. (Salary)

Essential Functions of the Job:

Supervise staff and volunteers, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending terminations.

Write comprehensive job description for any new position or change in an existing position to submit to the Town Manager for review and/or recommendation to the Town Council for approval.

Develop and present Library budget, oversee and approve departmental expenditures, and create annual report.

Select and order books for inclusion in Library by previewing multiple sources as well as patron requests and review book donations to determine if they should be added to inventory.

Develop long-range plans, policies, and procedures for operations; instruct staff on policies and procedures; evaluate results to ensure compliance and to identify deficiencies.

Plan and conduct programs for library,

Promote Library and handle news releases to local media, taking photos at Library events, writing thank you letters to donors.

Attend training and management classes and technical or professional classes, seminars, and conferences to improve professional skills.

Oversee administrative matters, including preparing surveys and reports, conducting special studies, writing grants, developing, and administering training or providing for staff technical and/or professional improvements.

Recommend and oversee building and equipment maintenance and repair work.

Required Knowledge and Abilities

Knowledge of local, state and federal codes, policies, laws and regulations as they relate to Library operations.

Knowledge of books and other library materials, sources, and references used in selecting books.

Knowledge of cataloging, library computer system, and modern library procedures and practices.

Ability to keep detailed records and prepare reports.

Ability to establish and maintain an effective working relationship with public, other employees, and children to create a friendly and stimulating library that meets needs of citizens.

Equipment

Computers, faxes, scanners and other office machines and applicable computer software applications.

Educational Requirements:

Bachelor's degree gained through four-year college/university academic program or any equivalent combination of training, education, and experience.

Experience Required:

At least 3 years of community library experience or equivalent.

Problem Solving Requirements:

Solve a variety of complex problems in the absence of technical guidelines or precedents.

Writing Skills Required:

Compose documentation of a routine nature, i.e., documenting complex studies or summarizing annual department/section results.

Speaking/Presentation Skills Required:

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Deliver informational speeches, reports, and orientation before audiences and groups that include people that are not organization employees.

Deliver presentations regarding potentially controversial issues.

Job Related Communication:

Within the department – daily

With employees in other departments – weekly

With employees in other organizations – monthly

With the public – daily

Planning and Scheduling:

Extensive – a substantial level of planning responsibilities exist, usually affecting numerous employees and activities and requiring a significant amount of time.

Difficulty of Work:

Work consists of moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

Assignment of Work:

General guidance allowing for employee planning of procedures and methods to attain objective.

Effects of Work Errors:

Errors may cause delays in work or losses in expenditures for material and/or equipment or unjustified work time.

Supervisory or Management Responsibilities:

Supervise one full-time assistant librarian and four to five part-time non-supervisory employees and various volunteer citizens.

Working Conditions:

On average 30 percent standing, 20 percent walking, and 50 percent sitting. Approximately 0-20 lbs. may be required lifting.

Lifting frequency – very frequent

Bending – very frequent

Pushing and/or pulling loads – some

Reaching over head – very frequent

Kneeling – some

Crawling – none

Climbing ladders – none

Mental/Visual Effort

Typing – very frequent

Attention to detail – very frequent

Monitoring equipment – very frequent
Detailed inspection – very frequent
Transcription/proofreading – very frequent

Adverse Conditions:

Exposure to temperature extremes – none
Dangerous equipment – none
Chemicals – none
Noise – none
Physical Effort/Risk – none