



Job Title: Librarian
Pay Rate: DOQ
Department: Library

08/24/2017

JOB SUMMARY:

The City of Harlingen is seeking a Youth Services Librarian to empower children from infancy through adolescence to become creative thinkers, enthusiastic readers, skillful researchers, and resourceful users of information. Successful candidates will embody these characteristics themselves. This professional youth related Librarian works at the lead-worker level providing complex research and reference services, development and maintenance of collections, program development and presentation, reader's advisory, and outreach establishing community partnerships. Work will serve youth from 0-18 years of age and their families.

QUALIFICATIONS:

- Knowledge of Methods, practices, procedures and terminology of a library.
- Knowledge of laws, rules, policies and regulations related to assigned activities.
- Knowledge of computers, library automated systems, and library related computer programs of the section they will be responsible for.
- Communicate in the English language, both orally and in writing.
- Work nights and weekends on a rotational basis.
- **Master's Degree in Library Science from an American Library Association accredited institution.**

PHYSICAL REQUIREMENTS:

The employee is frequently required to make continuous or repetitive arm-hand movements, such as checking in books and operating a computer keyboard. Remain in a standing position for extended periods of time. The employee must occasionally lift and/ or move up to 20 pounds.

Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.

BENEFITS:

The City offers excellent benefits including paid holiday, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, TX 78550 City Website: www.myharlingen.us