



Job Title: Librarian

Pay Rate: DOQ

Department: Library

11/16/2017

JOB SUMMARY:

The City of Harlingen is seeking a Reference Librarian to lead the Reference/Adult Services Department in providing excellent customer service to a diverse and evolving community. The Reference Librarian will lead the department staff in designing programs and implementing services that anticipate the evolving technological and information needs, interests, and priorities of community members. A successful candidate will embrace innovation, community, engagement, growth and teamwork. In addition to supporting the staff and developing the collection, the Reference Librarian will build and advance partnerships with organizations that support the library's mission, vision and goals.

QUALIFICATIONS:

- Knowledge of Methods, practices, procedures and terminology of a library.
- Knowledge of laws, rules, polices 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.
- Works 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

THE CITY OF HARLINGEN IS AN EQUAL EMPLOYMENT OPPORTUNITY/DRUG FREE EMPLOYER