

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: _____

Business Unit Number: _____

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update		May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request		Requires Commissioners Court approval
Is computer usage < 25%?	Yes No	Does not require annual Cybersecurity training if "Yes"

SECTION II – REASON FOR REQUEST

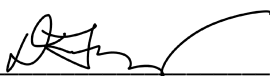
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SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	_____	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: _____ To: _____	

SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
		Number of Positions	
Position Title		Position Title (30 Spaces Maximum)	
Job Code Number		Job Code Number	
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit		Business Unit	
Home Department ID Number		Home Department ID Number	
Location		Location	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	
Budgeted Hours		Budgeted Hours	
Salary Range Maximum		Salary Range Maximum	
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	
Fund Code		Fund Code	
Funding Department ID Number		Funding Department ID Number	
Account (<i>Same for all Business Units</i>)	510010	Account (<i>Same for all Business Units</i>)	510010
Business Unit PC (<i>Projects or Grants only</i>)		Business Unit PC (<i>Projects or Grants only</i>)	
Project/Grant (<i>Projects or Grants only</i>)		Project/Grant (<i>Projects or Grants only</i>)	
Activity ID (<i>Projects or Grants only</i>)		Activity ID (<i>Projects or Grants only</i>)	



Business Unit Approval (Business Unit Head or Designee)

Date

LIBRARIAN I – 28500

Job Code:	FLSA Status:	Job Division:
000248	Non-Exempt	Harris County Public Library
Job Business Unit:	Functional Title:	Report To:
Library - 28500	Librarian	Branch Manager and Assistant Branch Manager
Pay Grade:	PCN	Date Created
013	10006137	June 2024

GENERAL SUMMARY

This position is responsible for identifying and interpreting user needs; planning and implementing a variety of youth programs to encourage library usage and foster community relations; providing exceptional customer service, reference, and reader's advisory; and assisting Library patrons in the use of library services, facilities, and equipment. Leads Innovation and Maker Space Lab activities for youth. Exemplify the high standards and expectations for the library system in its daily operations and services.

DUTIES & RESPONSIBILITIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Plan, coordinate, and promote youth services and programs, including summer reading and other special events
- Identify information needs in the community and plan and provide services to meet these needs
- Responsible for Innovation Lab and Maker Space activities
- Responsible for marketing (including via social media)
- Provides reader's advisory and reference services
- Develop a highly visible public relations program for youth services in the community
- Develop an engaging and attractive youth library collection through awareness of current literature
- Attend staff meetings, activities, and/or professional conferences and actively serve on committees
- Implement knowledge of current trends in youth services and programs
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Proficient with Social Media (Facebook, Twitter, Instagram, etc.)
- Proficient with the Internet and Office 365
- Excellent communication skills (verbal and written)
- Ability to establish and maintain effective working relationships and foster teamwork in a diverse environment

- Ability to work well with public and staff members
- Ability to exercise initiative and act with discretion
- Must use your personal mobile device for our Multifactor Authentication process

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Driving: Available and reliable transportation for work-related duties
- Office Equipment: Daily use of a computer, keyboard, copier, scanner, printer, calculator, phone (desk and cell). Daily use of software programs including Microsoft Office Suite, Outlook, Word, Excel, and GPS.
- Physical Activities: Sits for long periods; light physical activity that may include walking, sitting, standing, stooping, bending, reaching, lifting, and carrying
- Lifting: Ability to lift, carry, and exert up to 25 pounds. Occasionally lifts, carries, and exerts up to 40 pounds
- Vision and Hearing: Must have visual acuity to see and read paper and electronic documents. Must be able to answer telephones, communicate conversation, and respond to verbal inquiries.
- Exposure to Environmental Conditions: The position generally works in an office setting with overhead lighting and long periods of screen time.

POSITION TYPE AND TYPICAL HOURS OF WORK

Position generally scheduled Monday-Saturday; occasionally weekend work. May require attendance at evening meetings, or after-hour events and off-site meetings. Possible work in an outdoor environment with exposure to inclement weather or various temperature changes.

MINIMUM QUALIFICATIONS

- Master's Degree in Library Science from an accredited university or college
Consideration will be given to individuals currently pursuing a master's degree in Library Science and will be completing the degree within the next four (4) months. Proof of completion of the degree will be required for permanent status in the position.
- One (1) year of full-time customer service experience showing empathy, good communication, and problem-solving.
- One (1) year of full-time experience designing, planning, and making educational activities for youth in a learning or leadership environment

OR

- Bachelor's degree in any field from an accredited college or university
- Two (2) years of full-time customer service experience showing empathy, good communication, and problem-solving.
- Two (2) years of full-time experience designing, planning, and making educational activities for youth in a learning or leadership environment

OR

- Associate degree in any field or 60 hours of secondary education credits from an accredited college or university
- Four (4) years of full-time customer service experience showing empathy, good communication, and problem-solving.
- Four (4) years of full-time experience designing, planning, and making educational activities for youth in a learning or leadership environment

OR

- High school diploma or G.E.D. equivalent

-Six (6) years of full-time customer service experience showing empathy, good communication, and problem-solving.
-Six (6) years of full-time experience designing, planning, and making educational activities for youth in a learning or leadership environment

PREFERRED QUALIFICATIONS

-Experience working with youth groups
-Bilingual Preferred

OTHER DUTIES

This Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.

REPORTING RELATIONSHIPS

Reports to Position: Branch Manager and Assistant Branch Manager
Supervises Positions: None

EQUAL OPPORTUNITY STATEMENT

Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected class in accordance with applicable federal and state laws.

JOB DESCRIPTION APPROVAL

This Job Description has been approved by the appropriate levels of management.

Approver	Signature	Date
Manager	_____	Date: _____
HR Rep.	_____	Date: _____

The employee signature below constitutes the employee's understanding of the requirements, essential duties, and responsibilities of the position.

Employee	_____	Date: _____
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