Position Title: Adult Services Librarian

Under general direction, performs a variety of professional librarian functions in support of library operations; provides reference and reader's advisory services to patrons; instructs the public in the use of library computers and equipment; coordinates and delivers library programming; and performs other specialized duties relative to area of assignment.

Primary Duties:
The following are not intended to serve as a comprehensive list of all duties performed, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Manage all library programming for adults, including development, scheduling, presenting, and evaluating of programs, as well as promoting and publicizing these programs to the community. Manage programming budget annually. Cooperate with other library staff to provide programs when appropriate.
- Coordinate use of library meeting room space for library programs and outside groups. Receive and respond to inquiries for use of space and manage reservations. Serve as an on-site contact for groups and provide direct preparation, clean up, and security of facility.
- Coordinate activities of volunteers including recruitment, training, supervision, and scheduling.
- Oversight of displays and adult spaces marketing materials.
- Develop and maintain partnerships with community organizations.
- Coordinate with other library staff on communications and marketing of library programs and services.
- Manage the library's social media accounts to connect with the community and promote library programs and services.

General Duties:

- Provide a high level of customer service when interacting with patrons, volunteers, and other staff members. Assist and cooperate with all library activities as assigned, including circulation tasks, telephone and reference work, programming, and computer troubleshooting.
- Provide customer assistance and reference/reader's advisory services to library patrons; utilize print and electronic resources to respond to patron inquiries, provide reader's advisory, and/or locate library materials.
- Address and facilitate the timely resolution of patron concerns and complaints; respond to patron requests for information in person and via telephone, fax, mail, text, and email.
- Manage areas of the collection as assigned, including purchasing, weeding, cataloging, and budget management.
- Instruct patrons in the use of public computers, online catalogs, library databases, and mobile devices.
- Represent the library in meetings with the public, citizen groups and other agencies.
- Develop annual budget requirements and monitor expenditures for an assigned area.
- Provide training and/or supervise the work activities of assigned library personnel and/or volunteers as required.
- Participate in compiling statistical data and/or developing and updating library policies and procedures as required. Prepare statistical reports as requested monthly and annually.
- Monitor developments in the library field, including emerging technologies.
- Participate in activities of professional associations as time permits.
- Assist in application for outside funding for library programs.
- Other duties as assigned or required.

Required Knowledge of:

- Principles and practices of library science.
- Public library operations, services, and policies.
- Reference, reader's advisory, circulation, and cataloging principles.
- Principles of collection development and maintenance.
- Library computer systems, software, and databases.
- Specialized functions relative to area of assignment.
- Customer service standards and protocol.

Qualifications:

- Master's Degree in Library Science or Library Information Science from an American Library Association accredited institution, or currently enrolled in one of these Master's degree programs.
- Must possess or be able to obtain a valid Texas Driver's License.
- One year of professional librarian experience preferred.
- Public library experience preferred.
- Bilingual (English/Spanish) preferred.

Physical Demands/Work Environment:

- Work is performed in a standard office environment subject to sitting, standing, bending, and reaching for extended periods of time: and must be able to pull, push, lift, and carry items weighing up to 40 pounds.
- Must be able to work some evenings and weekends as required.
- This position is designated safety and/or security sensitive.

Schedule: This position will be scheduled for 40 hours per week, including evening and weekend hours as needed.

Compensation and Benefits: As a full-time position, the position is eligible for benefits including paid holidays, paid personal time, paid sick time, health, dental, and vision insurance, tuition reimbursement, and retirement through TCDRS. The pay range is $23-$25 an hour, depending on experience and qualifications.

To apply: Send cover letter and resume to the attention of Jenny Rodriguez, Library Director, by email at hiring@tpml.org. This position closes 10/30/2026.