

Northeast Texas Library System Assistant Coordinator

(NETLS Librarian # 010800)

POSITION FUNCTION: Manages the day-to-day operations of NETLS in the absence of the Coordinator. Assists in the preparation of Plan of Service, Biennial Budget, reports to Texas State Library and Archives Commission. Manages the NETLS budget.

MINIMUM ACCEPTABLE EDUCATION AND EXPERIENCE:

Requires an MLS/MLIS from ALA-accredited program; minimum of 4 yrs. professional experience. May have been Director of small community library or department head of large library. Supervisory experience required.

PREFERRED KNOWLEDGE, ABILITIES, AND SKILLS:

Basic budgeting skills including an understanding of program budgeting. Basic knowledge of personnel management. Ability to organize work for and supervise staff. Understanding of public library operations with the ability to consult on a variety of issues (i.e. personnel, budgeting, staff development, working with library boards and government officials). Ability to provide collection development assistance to libraries of various size.

ESSENTIAL JOB FUNCTIONS:

Operate NETLS in the absence of the Coordinator; assist in planning and preparation of documents required for the operation of NETLS Budget. Manage the NETLS budget; General consulting on library issues.

LICENSES AND CERTIFICATIONS:

Must have a valid Texas Class "C" Driver's License.

PHYSICAL TASKS AND WORKING CONDITIONS:

Will spend approximately sixty percent of time in an office environment and forty percent of time traveling. Some trips may require nighttime or overnight travel.

HIRING SALARY RANGE: \$19.29 - \$24.87 / hr. Maximum of classification range is \$30.45.

TO APPLY: Application forms are available on the City of Garland's web site www.ci.garland.tx.us. Completed applications may be mailed to City of Garland, Human Resources Department, 200 N. Fifth St., Garland, TX 75040, or faxed to 972-205-2706. Applications are accepted in person Monday through Friday, from 8:00 a.m. to 5:00 p.m., in the Human Resources Dept. located on the second floor of City Hall, 200 N. Fifth St., Garland, Texas.

FOR MORE INFORMATION ABOUT THE POSITION:

Contact Dale Fleeger, NETLS Coordinator at 972-205-2568.