

Reference Head

Pahrump Community Library
Pahrump, NV 89048

Organizational Relationship

- Reports to Library Director
- Supervises Reference and Technology Departments

Responsibilities include but are not limited to:

General Responsibilities

- Provides Reference, Reader's Advisory, and referral services to patrons, in person and by telephone.
- Assists in planning and implementing programs and public relations activities.
- Participates as part of the management team with other department heads.
- Writes grants for collection and special programs.
- Participates with other staff members in the selection and merchandising of materials which reflect the interests and needs of Library patrons and the community.
- Operates and maintains Library equipment.
- Collects data for statistical analysis and reports; prepares reports for submission to the Library Director.
- Participates in Library special projects as required.
- Recommends policies and procedures for the improvement of the Reference Department.

Responsibilities to Patrons

- Explains basic Library functions, services, and resources to the public.
- Assists patrons in locating books and other materials.
- Oversees inter-Library loan program.
- Oversees the Internet computers.

Reference Head

- Assists at Circulation Desk when needed.

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Technology Responsibilities

- Manages all of the Library's networks and technology projects.
- Develops 5-Year Technology Assessment Plan.
- Oversees the integration of technology and Library services. • Coordinates technical support for all hardware and software.
- Prepares annual budget request for technology.
- Maintains security of systems.
- Maintains inventory and license records for computers and technology equipment.
- Provides technical support and training to the Library staff in the use of computer systems.
- Oversees and participates in development of instructional modules and training sessions for the staff and the public.
- Recommends hardware and software upgrades.

Material Selection and Collection Development Responsibilities

- Keeps current on reference materials, issues, and policies.
- Maintains familiarity with the collection and makes recommendations on acquisition of Resources, and weeds the Reference materials.
- Selects and recommends materials for purchase, for the Reference Collection.

Staffing Responsibilities

- Assigns regular and daily tasks to Reference staff
- Provides technical/Reference support to Reference staff, including education and training in the use of new resources. .
- Maintains current knowledge of Library technology, and takes advantage of state and regional opportunities for continuing education.

Reference Head Professional Responsibilities

- Presents and promotes a professional atmosphere both in and out of the Library.
- Represents the Library through participation in professional Library organizations. ' Keeps abreast of current trends and new professional techniques.

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Job Requirements

- Knowledge of the principles and practices of public Library functions.
- Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Ability to comprehend patron needs quickly and accurately.
- Strong reference Reader's Advisory skills.
- Working knowledge of computer applications for Library services.
- Good oral and written communication skills.
- Strong analytical, problem-solving, and trouble-shooting skills.

Qualifications

Certification for Public Library (State of Nevada), and seven years of Library experience. MLA Preferred.

Physical Demands

While performing the duties of this position, the employee is frequently required to handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms, stand, walk, and/or grasp objects. The employee is occasionally required to climb, balance, kneel and crouch. Employee is required to lift up to 25 pounds.