

**City of Anthony**  
New Mexico



The City of Anthony, NM is accepting applications for the following position:

**HEAD LIBRARIAN**  
**Department: LIBRARY**  
**Reports to: MAYOR**  
**FLSA: Hourly, Full Time Classified**  
**PAY BAND: C3 (\$23.31 - \$39.37)**

**MINIMUM QUALIFICATIONS:**

- Candidate must have High School Diploma or equivalent. Poses a valid New Mexico driver's license with clear driving record in accordance with the City of Anthony, NM policy. Must pass a thorough background check. Bachelor's Degree in Library and Information Studies, Library and Information Science or comparable degree from an ALA accredited program. State of New Mexico Librarian's Certification. Three (3) years of experience in a library with at least one (1) year in a supervisory or managerial role or an equivalent combination of education and experience is required. Bilingual in English and Spanish.

Applicant **must** submit the following to be considered:

1. Letter of Interest
2. Resume
3. Three verifiable references

Application deadline: **Ocotober 11, 2024**. Packets may be submitted in person at 820 Highway 478, and Anthony NM 88021 or by email to [bhidalgo@cityofanthonym.org](mailto:bhidalgo@cityofanthonym.org) with subject line: **HEAD LIBRARIAN**

**CITY OF ANTHONY  
HEAD LIBRARIAN**

**JOB DESCRIPTION**

**Department:** Administration  
**Reports to:** Mayor or City Clerk/Treasurer  
**FLSA:** Non-Exempt  
**Approved:** May 01, 2013

**POSITION SUMMARY:**

Under the general supervision of the Mayor or City Clerk/Treasurer, the Head Librarian is responsible for the planning, implementation, and administration of the City of Anthony Community Library and its programs and services. The Librarian's responsibility includes the gathering of relevant data to further program objectives and goals. The position is generally responsible for developing, coordinating, implementing, and evaluating traditional and emerging programs and services that support reading, literacy, community advocacy, and life-long learning. The position may also require a wide range of clerical and administrative support functions as it pertains to the library, supervision of part-time employees, interns, seasonal workers and/or volunteers may also be required.

**ESSENTIAL JOB FUNCTIONS:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Manage and supervise the City of Anthony Community Library to achieve goals with available resources; plan and organize workloads and staff assignments; train, motivate, and evaluate assigned staff, review progress, and direct change as needed.
2. Provide leadership and direction in the development of short and long-range plans; gather, interprets, and prepares dates for studies. Reports, and recommends; coordinates library activities with other departments and agencies as needed.
3. Provides professional advice to City officials; make presentations to the Board of Trustees, boards, commissions, civic groups, and the general public.
4. Communicates official plans, policies, and procedures to staff and the general public.
5. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned

area to assure sound fiscal control; prepares annual budget request in conjunction with the City Clerk; assures effective and efficient use of budget funds, personnel, materials, facilities, and time.

6. Determines work procedures; Expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
7. Issued written or oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
8. Maintains harmony among workers and resolve grievances; perform or assist subordinates in performing duties; adjust errors and responds to complaints.
9. Prepares a variety of studies, reports, and related information for decision-making.
10. Develop policies and procedures for the Library in order to implement directives from the Mayor and Board of Trustees.
11. Coordinates the information gathered and works accomplished by her/his employees/volunteers; assigns employees/volunteers projects as the need arises for their specific skills.
12. Coordinates the preparation and presentation of annual budget for the Library in conjunction with the City Clerk; directs the implementation of the Library's budget; plans for and reviews specifications for supplies, equipment, and library materials.
13. Oversees the training and development of Library personnel.
14. Handles grievances, maintains discipline, and promotes the proper conduct and behavior to assisted personnel.
15. Prepares and submits periodic reports to the Mayor regarding the Library's activities and prepares a variety of other reports as appropriate.
16. Attends conferences and meetings to keep abreast of current trends in the field; represents the Library in a variety of local, county, state, and other meetings according to City personnel policies.
17. Attends regular and/or special meetings of the Board of Trustees as directed by the Mayor or City Clerk; attends other meetings as appropriate.
18. Represents the City and the Library at civic, community, and governmental meetings.
19. Attends meetings of the Library Board.

20. Working odd hours, evenings and weekends is required.
21. Present, coordinates, and interacts with the diverse entities, individuals and the general public to find relevant solutions.
22. Respond and provide assistance to library customers in the use of library services and equipment.
23. Dresses professionally at all times while on duty and at all city functions as per the City of Anthony employee handbook.
24. Performs other duties as assigned.

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**SKILLS AND ABILITIES:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Knowledge of principles, practices, and methods of Librarianship.
- Knowledge of principles of efficient and effective customer service.
- Ability to provide preferences and reader advisory to individuals and small groups in formal and informal settings.
- Ability to design, conduct, and evaluate library programs for children, youth, and adults.
- Ability to supervise paid staff, volunteers, and other assignees.
- Knowledge of methods and techniques of library circulation. Knowledge of principles of library reference services.

- Knowledge of library automation software.
- Knowledge of personal computer software including but not limited to Windows and MS Office.
- Ability to deal effectively and appropriately with representatives of public and private sector agencies including but not limited to schools, boards, commissions, businesses, and others.
- Ability to provide technical services to library system including catalog database management, processing and preparing new materials for distribution, receiving and verifying invoices and providing leadership to staff performing library functions.
- Possession of valid driver license and ability to drive a vehicle to conduct outreach and promotion.
- Knowledge of procurement policies, procedures, and regulations governing municipal government.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

Work environment may require availability for evening and Saturday work as needed and field work as required. Work will primarily be inside the Library. Ability to perform without accommodation moderate lifting, reaching, stooping, and bending to shelve, move, retrieve library items and other materials, lifting and moving boxes of library items weighing up to one hundred fifty (150) pounds, and using a telephone and other office equipment.