



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**MANAGING LIBRARIAN - SOUTHWEST HISTORY & GENEALOGY
ECTOR COUNTY LIBRARY**

The Ector County Library is in need of a Managing Librarian to oversee the Southwest History and Genealogy Department. The Managing Librarian will be under the supervision of the Library Director.

PRIMARY DUTIES: Managing Librarian of the Southwest History and Genealogy Department will manage and have the responsibility for developing policies and procedure for the Southwest History/Genealogy Department and will supervise a two full time staff. Reference and readers advisory include instructing patrons in Southwest History and Genealogical research, assisting patrons in locating and selecting needed information, materials and staffing checkout desk in the department on a regular basis. Assists in programing and perform public relations to include conducting tours of the department for patrons and students and acting as liaison with the local genealogical and historical societies. Budgeting and collection development include reviewing, selecting, ordering, and deselectioning supplies and equipment for the Southwest History/Genealogy Department. Assists and performs in other duties as assigned by the Library Director.

MINIMUM QUALIFICATIONS: Master's Degree in Library Science from accredited ALA school. Prior library experience preferred. Successful applicant will be required to provide a background check.

SALARY: DOE (Depending on experience) plus excellent benefits, work days & hours; Monday-Friday and occasional Saturday's; 8:30am-5:30pm, 11:30am-8:30pm, & 9:00am-6:00pm.

DEADLINE: Until sufficient applications have been submitted for consideration.

Please apply in the Human Resources Department at Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas 79761. Ector County does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DJHS), with information from each new employee is Form I-9 to confirm work authorization. Must be able to pass a background check. Passing a pre-employment urinalysis drug test is also required.

06/05/19

Job# 622