



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**MANAGING LIBRARIAN- AUDIO VISUAL/YOUNG ADULT
ECTOR COUNTY LIBRARY**

The Ector County Library is in need of a Managing Librarian-Audio Visual/Young Adult. The Managing Librarian-Audio Visual/Young Adult manager serves under the supervision of the Library Director.

PRIMARY DUTIES: The Managing Librarian-Audio Visual/Young Adult will be responsible for planning programs and administrating library film and other materials; assist patrons in the selection of materials of interest; utilize knowledge of collections. Must have ability to read and evaluate materials; must consider technical information and aesthetic qualities; selects widely requested materials for library collections. Must be able to establish and maintain contact with major film distributors and resources for procurement of tapes and cassettes. Must have ability to write business letters, summaries, reports, and catalogs using prescribed formats and conforming to all rules of grammar, punctuation, diction and style; ability to apply principals of logical or scientific thinking to define the problem; collect data and draw valid conclusions. Will perform other duties as assigned by the Library Director.

MINIMUM QUALIFICATIONS: Master Degree in Library Science Degree.

SALARY: DOE (Depends on Experience) plus benefits; work days: Monday–Friday; Occasional weekends; work hours may vary.

DEADLINE: Until sufficient applications have been submitted for consideration.

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of 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 (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

07/08/19

Job #474