LLANO COUNTY LIBRARY
JOB POSTING

General:
The Llano County Library is accepting applications for the position of Library Clerk/Adult Programs Coordinator. This is a part time position at 16 hours per week to start on July 2, 2018. Applicant will work under the general supervision of library management. **Strong computer skills are a must**. Applications will be accepted through Tuesday, June 5, 2018 or until position is filled. Hourly rate is $12.00.

Library Clerk:
In the position of library clerk, you will share responsibilities at the circulation desk. In this capacity, you will work closely with library patrons in a friendly, helpful, courteous manner; communicate pleasantly and effectively, with the ability to handle any situation that may arise. Duties will include, but are not limited to, the following:
- Perform the full range of circulation procedures using an automated circulation system
- Handling transactions of fine, copy, and other money; including the ability to tally the cash drawer and record the data into an Excel spreadsheet
- Shelve and maintain the book collections, periodicals, and special collections
- Perform ILL tasks; i.e. researching and ordering books for patrons, tracking orders, maintaining paperwork, returning orders
- Handle weekly overdue log
- Assist patrons with computer access, copy machine, and other equipment as needed
- Answer reference questions -- in person, by email, and on the phone
- Maintain the Genealogy collection and answer genealogy reference requests
- Cover new books and make ready for circulation
- Repair damaged books
- Other duties as assigned

Adult Programs Coordinator:
In the capacity of adult programs coordinator, you will share the responsibility for providing interesting, informative programming following the library's mission statement to provide the community information which meets their personal, educational, professional and recreational needs.

Duties will include, but are not limited to, the following:
- Create and implement new programs as interest develops
- Develop marketing and promotional material for all programs

Qualifications:
- A high school diploma or equivalent
- A valid driver license and vehicle

Applications along with a full job description may be obtained from the Llano County Library located at 102 E. Haynie, Llano, Texas or from the Llano County website at www.co.llano.tx.us. Return applications back to the library for review. Additional questions, please call 325-247-5248.

Llano County is an equal opportunity employer.

Description of Duties

While the main responsibility in this position will be at the circulation desk and includes a variety of tasks throughout the library, it also includes the role of coordinating programs for adults.

You must have strong business computer skills. You must also be comfortable helping patrons with computer issues such as tablets, e-readers, and the ability to keep up with emerging technology. Experience in MS Office (Word, Excel, PowerPoint and Publisher) are a must, and skills in developing brochures, posters and fliers, and strong writing ability are preferred.

Good organizational skills are a requirement in this position, as well as attention to detail and the ability to multi-task. You must have the ability to follow library circulation policy and procedures, including strict confidentiality policies. Ability to follow written and oral instructions is a must, but self-motivation and drive is an equally important factor.

You must be physically able to alternately sit at a computer for an extended period of time and be up and on the move – walking, bending, stooping, and climbing ladders. This can be a very physically demanding job, requiring at times that you have to lift as much as 50 pounds and push/pull a fully loaded book cart that could weigh as much as 300 pounds.

This is a part-time position (16 hours/week), but hours may be varied from week to week to accommodate staff needs, programs and events, and will include working Saturday and Monday evening on a rotating schedule with other staff.