

Employment Opportunity
Llano County Library
Library Technician I-Hourly Rate \$13.00

The Llano County Library is accepting applications for a Library technician I. This is a part-time position which requires 24 hours per week at the Llano branch library. Duties for this position include but not limited to; performing all aspects of customer service, assisting, planning, and implementing programs and events, and handling money transactions. Works under the supervision of the Head Librarian/Library Director.

Job Location: Llano branch, 102 E. Haynie, Llano, Texas 78643
Job open until filled

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 1447 E. St. Hwy 71, Unit C, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the Llano Library @ 325-247-5248

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Library Technician I

Base: Hourly

FLSA: Non-Exempt

Department: Library

EEO: 05 Paraprofessional

Reports To: Head Librarian/Director

Summary:

This is a part-time position in the Llano Branch Library which allows up to 24 hours per week or as scheduled, under the immediate supervision of the Head Librarian, with duties to include; circulation desk operations, all aspects of customer service, assisting in planning and implementation of programs and events, and support services to the Head Librarian. The Library Tech is capable of handling money transactions.

Essential Responsibilities and Duties:

- Perform the full range of circulation desk operations using an integrated library management system
- Communicate with patrons, employees, and other individuals to answer questions, disseminate or explain information
- Execute daily opening and closing operations to include: process daily transactions and, balance cash drawer
- Assist in planning, promoting, implementing and evaluating programs and events of interest to the community, including outreach
- ***Complete other tasks necessary as assigned by the Library Director***

Knowledge, Skills, and Abilities:

- Ability to work in a fast-paced environment and under the stress of deadlines, changing priorities and conditions, and continuous public contact
- Considerable ability to establish and maintain effective working relationships with Llano County personnel, patrons, associates, and volunteers
- Ability to pay attention to detail as well as understand and follow written and oral instructions
- Considerable ability to comprehend and implement practices and procedures
- Proficient in the use of office equipment, including computers, software and applications
- Strong knowledge and skill regarding the use of social media for library marketing and publicity purposes
- Knowledge of basic math

Qualifications and Requirements:

- A high school diploma or the equivalent
- A valid Texas Drivers' license
- Regular attendance, timeliness, and performance of assigned duties and work schedule
- Professional demeanor and respect toward co-workers, patrons, and oneself at all times

- May be required to attend workshops and conferences at the discretion of the Llano County Library System Director

Physical Demands and Working Conditions:

- Must be able to stoop, bend, crouch, walk, and reach to heights up to six feet
- Must be able to pull or lift up to 50 pounds, and able to push a loaded book cart weighing up to 300 pounds
- Must have manual dexterity to operate a computer keyboard
- Must be able to spend long amounts of time on one’s feet
- Must be able to sit and stand repeatedly, sometimes in a short amount of time
- Able to squat, crawl, and climb ladders occasionally
- Should be able to read aloud for up to 90 minutes
- Office environment setting
- Low to moderate noise
- High volume traffic

Special Conditions:

- May work evening and weekend schedules, including special events and programs
- Must have reliable transportation to run errands and travel on library business

This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position, and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

EMPLOYEE ACKNOWLEDGEMENT

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee Signature

Date