

**Employment Opportunity
Kingsland Branch Library
Library Technician I
\$15.14/HR**

The Llano County Library is seeking a Library Technician I for the Kingsland Branch. This is a part time position, under the immediate supervision of the Library Director. This part time position is for 24 hours per week. Duties include, but not limited to; customer service, circulation desk operations, planning and implementing programs and events, money handling transactions.

Job Location: 125 Polk Street, Kingsland, Texas 78639

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 100 W. Sandstone, Suite 100B, 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 PT

Base: \$15.14/Hr

FLSA: Non-Exempt

Department: Library

EEO: 05 Paraprofessional

Reports To: Head Librarian/Director

Summary:

This is a part-time position, under the immediate supervision of the Branch Manager, with a wide range of responsibilities and duties to include; circulation desk operations, all aspects of customer service, planning and implementation of programs and events and support services to the Branch Manager. The Library Technician 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, balance cash drawer
- Assist in planning, promoting, implementing and evaluating programs and events of interest to the community, including outreach
- ***Complete other tasks necessary for the operation of the library***

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 skills

Education & Qualifications Requirements:

- High School Diploma or GED
- 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 (6) six feet
- Must be able to pull or lift up to (50) fifty pounds and able to push a loaded book cart weighing up to (300) three hundred 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's Signature

Date