

**Llano County
Employment Opportunity
Library System
Library Technician I – Part-time \$16.75/hr.**

The Llano County Library System is accepting applications for a part-time Library Technician I. This is a non-exempt position under the direction of the Library Director. Duties include, but not limited to; customer service, circulation desk operations, assisting librarians with programs and money handling transactions.

Other requirements may include, but not limited to, ability to work in a fast-paced environment and under the stress of deadlines, ability to pay attention to detail, and proficient in the use of office equipment including computers, software and applications. Candidate must have regular attendance, professional demeanor and respect toward co-workers.

Two positions available:

Job Location: Kingsland Library, 125 W. Polk St., Kingsland, Texas 78639 (Requires 24 hrs./week)

Job Location: Llano Library, 102 E. Haynie St., Llano, Texas 78643 (Requires 29 hrs./week)

Jobs open: October 1, 2024 until filled

Benefits include: Retirement

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 County Library @ 325-247-5248.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Library Technician I

Base: \$16.75/HR

FLSA: Non-Exempt

Department: Library

EEO: 05 Paraprofessional

Reports To: Library Director

Summary:

This is a part-time position, requiring 24 hours a week, under the immediate supervision of the Library Director. Duties include, but not limited to; customer service, circulation desk operations, assisting librarians with programs and money handling 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 and/or explain information
- Execute daily opening and closing operations to include; process daily transactions, balance cash drawer
- ***Complete other duties and tasks necessary for the operation of the library as assigned***

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
- Proficient in the use of office equipment including computers, software and applications
- 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) ninety 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; will be assigned to other Llano County Library System branch locations as scheduled
- Assist in planning, promoting, implementing and evaluating programs and events of interest to the community, including outreach

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