

**Employment Opportunity  
Kingsland Branch Library  
Library Technician II  
\$31,500**

The Llano County Library System is seeking a Library Technician II for the Kingsland Branch. This position is under the immediate supervision of the Library Director. Duties include, but not limited to; customer service, circulation desk operations, planning and implementing programs and events, money handling transaction.

Job Location: 125 Polk Street, Kingsland, Texas 78639

Job open until filled

**Benefits include: Health & Dental Insurance, Retirement, Vacation, Sick and Holiday Pay**

**Back ground check is required.**

For a complete job description and application, please go to [www.co.llano.tx.us](http://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](mailto:lisa.otto@co.llano.tx.us).

For questions, please call the Kingsland Library @ 325-388-3170

**Llano County is an Equal Opportunity Employer**

## Llano County Job Description

**Job Title: Library Technician II**

**Base: L1**

**FLSA: Non-Exempt**

**Department: Library**

**EEO: 05 Paraprofessional**

**Reports To: Head Librarian/Director**

### **Summary:**

This is a full-time position, under the immediate supervision of the Library Director. Duties include, but not limited to; customer service, circulation desk operations, planning and implementing programs and events, 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 or explain information
- Execute daily opening and closing operations to include; process daily transactions, balance cash drawer
- Maintain meeting room schedule.
- ***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
- 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) 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