Chambers County Library System

your source for information

EMPLOYMENT OPPORTUNITY

JOB TITLE: Library Technician (Children's Programmer, Full Time)

DEPARTMENT: Mont Belvieu Library (Sam and Carmena Goss Memorial Branch)

REPORTS TO: Branch Librarian

WAGES: $26,521.94 ($12.75 per hour)

APPLICATION PERIOD: January 5, 2017—Until filled

JOB SUMMARY AND PRINCIPAL DUTIES: This job involves working on the library floor handling reference interviews, controlling public access computer traffic, readers' advisory, handling charges, discharges, and new library card applications. Daily operational tasks of a library are included in this position. Occasional supervision of a high school Library Page is also involved.

The schedule for this branch includes 2 evenings until 7:00 pm and Saturdays, 9:00am-1:00pm.
The successful candidate should be aware that flexibility in scheduling is a requirement, since the library is open more than 40 hours per week. Schedule will be set as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES : Knowledge: This is an entry-level position. An acquaintance with libraries, such as familiarity with the Dewey Decimal System, would be an asset. Knowledge of a second language would be considered a valuable asset. **Previous library experience preferred**.

Skills and Abilities: Ability to interact well with all library patrons, particularly with children and young adults; demonstration of proficiency in oral communication skills; aptitude for alphabetizing and filing. The ability to operate and demonstrate specialized and general office equipment, especially personal computers, is very valuable.

This job is classified as light duty: however, at least 50% of the job involves extensive physical movement throughout the branch to assist patrons, to lift and move books, standing, walking, answering the phone, etc.

Minimum Acceptable Experience and Training:
High school graduation or its equivalent is requested. **Interview will include a computer skills assessment**.
Applications may be picked up at the library branches listed below, or in the County Treasurer's office in the Courthouse in Anahuac, Texas. For more information on the position, please contact County Librarian Valerie Jensen, at the System Office numbers listed below.

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment.

County Librarian, Valerie Jensen, MLIS

Chambers County Library
202 Cummings Street
P.O. Box 520
Anahuac, TX 77514
409-267-8261
Fax 409-267-5181

Juanita Hargraves Memorial Branch
924 Highway 124
P.O. Box 597
Winnie, TX 77665
409-296-8245
Fax 409-296-8243

Sam and Carmena Goss Memorial Branch
1 John Hall Drive
P.O. Box 1289
Mont Belvieu, TX 77580
281-576-2245
Fax 281-576-2496

System Offices:
409-267-8263
Fax 409-267-3783
www.chambers.lib.tx.us
Email:
ccls@co.chambers.tx.us
vjensen@co.chambers.tx.us