



Chambers County Library System

your source for information

EMPLOYMENT OPPORTUNITY

JOB TITLE: Library Technician (Part-Time)
DEPARTMENT: Winnie (Juanita Hargraves Memorial Branch)
REPORTS TO: Branch Librarian
WAGES: \$15.52 per hour (24 hours per week)
APPLICATION PERIOD: October 4, 2022—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. **Computer proficiency required (Including internet, email, and Microsoft Office. Proficiency with office equipment required (Including copier, printer, fax, & telephone).**

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 background check, 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
409-267-2550
Fax 409-267-5181

**Juanita Hargraves
Memorial Branch**
108 East Fear
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 409-267-3047
www.chambers.lib.tx.us
Email:
ccls@chamberstx.gov
vjensen@chamberstx.gov

Job Description: LIBRARY TECHNICIAN/CUSTOMER SERVICE

CLASS NO. 1508

EEOC CATEGORY: Office and Clerical

PAY GROUP: 11

FLSA: Nonexempt

SUMMARY OF POSITION

Performs daily operational tasks of a library. Greets customers as they enter the library, or as they approach the circulation desk, and performs various task in the areas of customer service, and library support.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Branch Librarian
2. Directs: May oversee tasks assigned by Branch Librarian to pages, temporary and summer help, or volunteers. This position is classed as non-supervisory.
3. Other: Extensive interaction with library patrons.

EXAMPLES OF WORK

Essential Duties*

Greet and assist customers regularly

Provides readers' advisory services.

Provides library public services: Charges and discharges library materials; processes new library card applications; and makes calls to delinquent patrons. Maintains library collection on shelves in good order.

Assures the confidentiality of patron information

Promote Library services and instruct customers in the use of those services

Redirect customers appropriately for additional services

Utilize independent judgment to guide the customer toward the best solution

Provides instruction on the use of equipment to the public, including personal computers, mobile devices, multimedia projectors, fax machines, photocopying equipment, and typewriters.

Contributes to the preparation of statistical data for library system.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 7/27/2021

CLASS NO. 1508 (Continued)

Processes materials for collection, such as magazines or paperbacks; completes branch-specific processing, sorts new and donated materials, and performs daily cash handling.

Interpret Library policy to resolve customer inquiries effectively within the scope of the position.

Alphabetizes and files as needed;

Troubleshoot equipment

Repairs damaged materials

May be responsible for updating the library's website calendar and various social media platforms.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: 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.

Skill/Ability to: Work independently in absence of supervisor. Ability to multitask. Communicate clearly and effectively with co-workers and the public. Exceptional customer service focus and effective listening skills. Engaging interpersonal skills allowing one to interact successfully with diverse groups. Capacity to de-escalate negative interactions within the scope of the position.

Physical considerations: This job is classified as light duty. However, there are extensive physical activities related to this position on a regular basis, due to interaction with the public. These actions include reaching for large books above shoulder level and at floor level, lifting same, and walking throughout the building, extensive sight, hearing, and speaking. Moving tables, chairs, equipment, and loaded book trucks are normal operations. Lift materials and furniture, which may include loaded book trucks, or delivery bags weighing between 40-60 lbs. Sitting at a desk averages less than 25% of this job.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma or its equivalent. Supports intellectual freedom and the American Library Association's Code of Ethics <http://www.ala.org/tools/ethics>. Effective communication, listening and interpersonal skills. Good attention to detail and accuracy. Maintains an awareness of developments and changes in the profession through continuing education opportunities as determined by the County Librarian.

CERTIFICATES AND LICENSES

Valid Texas Driver License recommended.

This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 7/27/2021