

LAKE TRAVIS COMMUNITY LIBRARY DISTRICT JOB DESCRIPTION

Job Title: Library Assistant

20-25 hours/week

Job Summary:

Under the supervision of the Library Director, the Library Assistant performs various duties as assigned in the operation of the library. She/he provides excellent customer service to all ages by: assisting customers in the location and use of library resources and equipment; managing interlibrary loans; providing maintenance and support on library equipment; planning and implementing teen programs; and conducting other special projects.

The position requires the ability to communicate orally and in writing, retrieve and return books to shelves, type, read written material, and operate a computer. The ability to work independently is also a must. The library assistant maintains an operating knowledge of the library automation system and maintains confidentiality of library users' records.

Library Duties:

- Maintain high standard of customer service
- Become familiar with Biblionix system
- Work at circulation desk and perform general circulation procedures
- Supervise volunteer tasks and volunteers
- Open and close the library as needed
- Work harmoniously with library staff and volunteers
- Assist patrons as needed
- Process interlibrary loan requests and materials using APL Illiad and OCLC Worldcat
- Perform schedule of computer maintenance, including weekly scans and recording status of computers
- Install computer software as needed
- Support IT needs of library, including equipment maintenance of scanners, printers, computers, and routers
- Assist in teen programming and events
- Assist in various library publicity projects
- Work with overdues as requested
- Lift or maneuver up to 35 lbs.
- Carry out other tasks as required
- Includes working weekend and evening hours

Education and Experience:

Bachelor's degree preferred.

Two years experience working with the public preferred.

Must be computer literate with working knowledge of Microsoft Word, Excel, and MS Publisher. Knowledge of HTML and experience with computer maintenance is preferred.

Spanish language skills will be considered an additional asset.

Personal Characteristics:

- Adaptable
- Punctual
- Work well under pressure
- Get along with people and maintain good working relationships
- Be creative
- Be a team player
- Must pass a background check

Salary: \$10 per hour

To be considered for this position, please send a cover letter, application, and resume to Library Director Morgan McMillian at librarian@laketravis.lib.tx.us by Friday, February 12, 2010. (Applications are available at the Lake Travis Community Library and on the web site.)

The LTCLD is an Equal Opportunity/Affirmative Action Employer.