

JOB TITLE: LIBRARY ASSISTANT

DEPARTMENT: LIBRARY

FLSA STATUS: NON-EXEMPT

FULL TIME: YES

JOB SUMMARY: Under general supervision of the Assistant Library Manager, the incumbent provides both clerical and informational support at the City Library, assists library patrons, maintains a variety of records, helps organize daily circulation functions; and performs a variety of technical tasks. It is an essential function of this position to be respectful, kind and supportive of every employee within the organization.

ESSENTIAL JOB FUNCTIONS:

- * Organize daily library circulation functions; operate front desk; issue library cards and renewals; collect, organize, file and record cards; maintain list of patrons, and check materials in and out of library.
- * Accepts and records fines and fees, issues receipts, set up and close cash drawer.
- * Creates correspondence, forms, reports, applications and library cards.
- * Helps prepare, compile and maintain a variety of records, files and statistics for local and state agencies.
- * Responsible for opening and closing the building.
- * Maintain a customer service attitude and develop skills in offering customer service.
- * Records, tracks, files periodical acquisitions, and makes withdrawals from collection.
- * Answer the telephone; directs callers and visitors; fill in for other library personnel when needed.
- * Assists with marketing of collection utilizing a variety of techniques to include bulletin boards.
- * Creates entertaining programs such as crafting events.
- * Sits and stands for extended periods of time assisting patrons, phoning, inputting data and checking in and out material. Lifts and carries materials up to 50 pounds, push and pull book cart up to 250 pounds, some exposure to dust, chemical, mechanical and electrical hazards.
- * Weekend, shift schedule and evening work required.
- * Maintain appropriate appearance and personal hygiene.
- * Develops skill set to include cross-training for other positions as other duties may be assigned.

OTHER JOB FUNCTIONS:

- * Maintain list of basic supplies, as well as those necessary for proper circulation desk operations.
- * Sort, stamp and distribute mail.
- * Perform related duties and responsibilities as required.
- * Assist patrons in the use of library equipment; also assist in the technical processing of new material.

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSE:

High School diploma or GED, some college level course work in business and office operation. Possession of or the ability to obtain an appropriate valid Texas driver's license, have an acceptable driving record, and must pass a background check.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Two years of progressive office work and experience in dealing with the public. Knowledge of modern office procedures, methods and computer equipment. Understand and follow oral and written instructions, communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

STARTING SALARY \$12.76 Hour.

EMPLOYEE BENEFITS: Employees of the City of Mineral Wells receive City paid Hospitalization and Life Insurance with optional dependent hospitalization, dependent and employee dental and vision; Flexible Spending Accounts (FSA); ICMA RC retirement at employee's expense; TMRS Retirement Plan; Sick Leave Benefits; Certification and education pay (up to \$500 per month), 10 paid holidays and one personal holiday.

HOW TO APPLY: Applications must be submitted on the City's Application for Employment form, which is available from and returnable to: City of Mineral Wells, City Clerk/Personnel Office, P.O. Box 460, 115 S.W. First Street, Mineral Wells, TX. A copy of the application is also available on our website at www.mineralwellstx.gov. Please call Sherri Lee, HR Coordinator at 940-328-7701 for further information.

THE DEADLINE FOR SUBMITTING AN APPLICATION IS August 31, 2018.

THE CITY OF MINERAL WELLS IS AN EQUAL OPPORTUNITY EMPLOYER