



Lake Travis Community Library
1938 Lohmans Crossing
Austin, TX 78734
(512) 263-2885
Fax (512) 535-3044
librarian@laketravislibrary.org
www.laketravislibrary.org

LAKE TRAVIS COMMUNITY LIBRARY JOB DESCRIPTION

JOB TITLE

Library Assistant, 19-23 hours/week

JOB SUMMARY

Under the supervision of the Library Director, the Library Assistant will perform various duties as assigned in the operation of the library. She/he will provide excellent customer service to all ages by: assisting customers in the location and use of online and physical library resources; planning and implementing programs; providing technical support; producing publicity; and conducting other special projects.

The position requires the ability to communicate orally and in writing, retrieve and return books to shelves, and operate a computer. The ability to work independently is essential. The Library Assistant maintains an operating knowledge of the library automation system and maintains confidentiality of library users' records.

LIBRARY DUTIES

- A. Maintain high standard of customer service
- B. Staff the circulation desk and children's library desk
- C. Supervise volunteers
- D. Work harmoniously with library staff and volunteers
- E. Assist patrons in using online and physical library resources
- F. Plan and present children's, teen, and adult programs
- G. Provide technical support to patrons and help troubleshoot IT issues as they occur
- H. Promote library services and programs with publicity material including TV slides, flyers, banners, library newsletter, press releases, and more
- I. Conduct special projects as requested
- J. Open and close the library as needed
- K. Lift or maneuver up to 35 pounds
- L. Includes working weekend and evening hours

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES

- A. Bachelor's degree preferred.
- B. Two years of experience working with the public preferred.
- C. Must be computer literate with working knowledge of the Microsoft Office Suite and the OverDrive Digital Library.
- D. Spanish language skills will be considered an asset.

PERSONAL CHARACTERISTICS

- A. Adaptable
- B. Punctual
- C. Creative
- D. Work well under pressure
- E. Maintain good working relationships and a positive rapport with the community
- F. A team player
- G. A skilled problem solver
- H. Must pass a background check

SCHEDULE

Thursdays 12 p.m. – 6 p.m.

Fridays 12 p.m. – 6 p.m.

Saturdays 9 a.m. – 4 p.m.

Every other Sunday 12 p.m. – 4 p.m.

SALARY: \$14 per hour

To be considered for this position, please send a cover letter, application, and resume to librarian@laketravislibrary.org by Monday, September 19th. Applications are available at laketravislibrary.org.

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