



*Lake Travis Community Library*  
*1938 Lohmans Crossing*  
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## **LAKE TRAVIS COMMUNITY LIBRARY JOB DESCRIPTION**

### **JOB TITLE**

Outreach Library Assistant, 30 hours per week which includes evening and weekend hours

### **JOB SUMMARY**

The Outreach Library Assistant will work with the Outreach Librarian to implement Lake Travis Community Library Outreach Services. A strong candidate will be friendly, approachable, enthusiastic, flexible, organized, punctual, detail oriented, and outgoing. A passion for helping others is essential and an unflappable nature is key.

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 Outreach Library Assistant maintains an operating knowledge of the library automation system and maintains the confidentiality of library users' records.

### **JOB DUTIES**

Essential duties and responsibilities include:

- A. Coordinating, planning, and promoting the bookmobile program
- B. Driving and operating the library's bookmobile
- C. Evaluating, interpreting, and analyzing day-to-day bookmobile operations
- D. Assisting with the selection of library materials for the bookmobile
- E. Implementing programs such as story times and book clubs in conjunction with bookmobile visits
- F. Supervising and training volunteers on the bookmobile and at outreach events
- G. Providing reader's advisory services
- H. Instructing in the use of the bookmobile and its resources
- I. Tracking and monitoring bookmobile usage and providing regular reports
- J. Coordinating outreach services with main library operations and programs
- K. Delivering excellent customer service and interacting with people of all ages
- L. Performing other duties as assigned

## **SKILL IN**

- A. Exercising independent judgment to solve staff, patron, and operational problems
- B. Adapting to changing needs
- C. Dependability and punctuality
- D. Problem solving
- E. Technology instruction and usage
- F. Marketing
- G. Strong interpersonal skills in a variety of situations and with a diverse patron population
- H. Developing relationships with patrons of all ages
- I. Communicating with the public in a timely and effective manner

## **REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES**

- A. Valid Texas Driver's License required
- B. High school diploma required
- C. Two years of experience working with the public preferred
- D. Must be computer literate with working knowledge of the Microsoft Office Suite
- E. Spanish language skills will be considered an asset

## **PHYSICAL DEMANDS**

Standing, sitting, walking, lifting, carrying, pushing, pulling, reaching, crouching, bending, vision, hearing, talking, using of foot controls, driving bookmobile

## **SALARY**

\$14 per hour

To be considered for this position, please send a cover letter, application, and resume to Library Director Morgan McMillian at [librarian@laketravislibrary.org](mailto:librarian@laketravislibrary.org) by Friday, August 11th. Applications are available at [laketravislibrary.org](http://laketravislibrary.org).

The Lake Travis Community Library District is an Equal Opportunity/Affirmative Action Employer.