



Lake Travis Community Library
21209 State Highway 71
Spicewood, TX 78669
(512) 263-2885
librarian@laketravislibrary.org
laketravislibrary.org

LAKE TRAVIS COMMUNITY LIBRARY JOB DESCRIPTION

JOB TITLE

Library Clerk, 7-35 hours per week

JOB SUMMARY

Under the supervision of the Assistant Library Director, the Library Clerk will perform various duties as assigned in the operation of the library. She/he will provide excellent customer service to all ages by: implementing library policies and procedures at the circulation desk; assisting customers in the location and use of online and physical library resources; staffing the children's area; providing technical support; and conducting other special projects. Individual positions will include a focus in volunteer management, program planning and implementation, or youth services librarianship. Please indicate in your application if you have interest and skills in any of these areas.

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

This position is primarily located at the West location, with service at the Lakeway location possibly one day a week and as needed.

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. Support library programming for all ages
- G. Provide technical support to patrons and help to troubleshoot IT issues as they occur
- H. Conduct special projects as requested
- I. Open and close the library as needed
- J. Lift or maneuver up to 35 pounds
- K. Perform other tasks as required

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES

- A. High school diploma required
- 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 Libby app
- D. Spanish language skills will be considered an asset
- E. Must be able to read, write, and communicate effectively

PERSONAL CHARACTERISTICS

- A. Adaptable
- B. Punctual
- C. Creative
- D. Works well under pressure
- E. Maintains good working relationships and a positive rapport with the community
- F. Team player
- G. Must pass a background check

SCHEDULE

Must be able to work a flexible schedule which may include some evenings and weekends. Two Library Clerks will be hired to work three days a week (including Saturday from 9am - 4pm) and one Library Clerk will be hired to work only on Saturdays from 9am - 4pm, with the possibility of additional shifts as needed.

SALARY: \$18 per hour

To be considered for this position, please send a cover letter, application, and resume to librarian@laketravislibrary.org by Monday, July 22nd. Applications are available at laketravislibrary.org.

An Equal Opportunity/Affirmative Action Employer