



Lake Travis Community Library
1938 Lohmans Crossing
Austin, TX 78734
(512) 263-2885
laketravislibrary.org

LAKE TRAVIS COMMUNITY LIBRARY JOB DESCRIPTION

JOB TITLE

Library Clerk, 26 hours per week

JOB SUMMARY

Under the supervision of the Circulation and Collection Maintenance Manager, the Seasonal Summer 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. The ability to work calmly under stress and juggle multiple tasks is essential.

The position requires the ability to communicate orally and in writing, retrieve and return books to shelves, operate a computer, and maintain 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. 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 in person and by telephone

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

Monday 10am - 6pm
Wednesday 10am - 4pm
Thursday 10am - 4pm
Saturday 10am - 4pm

This position will primarily work in Lakeway but also occasionally at the West location in Spicewood. Must be able to work a flexible schedule which may include some evenings and weekends.

SALARY: \$16 per hour

To be considered for this position, please send a cover letter, application, and resume to librarian@laketravislibrary.org by Monday, April 7. Applications are available at laketravislibrary.org.

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