

## **PUBLIC NOTICE**

**Swisher County is accepting applications for the position of Library Director at the Swisher County Library. Application and Job description is available at the Swisher County Treasurer's office at 119 S. Maxwell, Tulia, TX. Please return completed applications to the Swisher County Treasurer's office.**

**Swisher County is an equal opportunity employer and does not discriminate based on age, sex, race, or handicap in its program or activities.**

## **Assistant Librarian Job Description and Duties**

Job Summary: The Assistant Librarian aids the Library Director in conducting the service objectives of the Swisher County Library. The Assistant Librarian is responsible for assisting library patrons, organizing library materials, and maintaining the orderliness of the library. They help patrons locate books and resources, check materials in and out, and provide basic reference and computer assistance. The assistant librarian also helps with the shelving and processing of library materials and assists with library programs and events.

### **Responsibilities:**

- Assist patrons in locating library materials and using library resources
- Check materials in and out using library software and retrieve items from the book drop
- Answer basic reference questions, and refer more complex inquiries to the Library Director
- Assist with the shelving and organization of library materials
- Process new library materials, including labeling, covering, and entering them into library software
- Repair damaged library materials and note their damage as needed
- Help maintain the cleanliness and orderliness of the library – including vacuuming, dusting, window cleaning, and shelf reading
- Plan, execute, and present library programs and events, such as story time, summer reading, book clubs, etc.
- Provide limited assistance and training to patrons on library computers and software
- Help patrons with basic computer tasks, such as printing, scanning, and accessing online resources
- Maintain accurate circulation statistics
- Register new library patrons, and inform them about our library policies and materials
- Cash handling for library fees
- Locate and mail ILL requests; make ILL requests for patrons as needed
- Create promotional material including paper flyers, social media posts, etc., and distribute them across Swisher County
- Create and change displays every 4 to 6 weeks – including crafts and coloring sheets
- Develop and implement age-appropriate craft activities for children, teens and adults to enjoy in the library's "Bored Space:"

### **General Duties:**

- Perform routine clerical tasks, such as photocopying, scanning, and data entry
- Answer telephones, use Google Voice for text messages, Gmail and Outlook for email
- Perform other duties as assigned

### **Qualifications:**

- High school diploma or equivalent
- Familiarity with filing and alphabetizing
- Strong organization skills and attention to detail
- Excellent communication and customer service skills
- Ability to work independently and as part of a team
- Computer proficiency – including knowledge of basic internet programs (Chrome/Edge/Firefox), Microsoft Office, Google Docs/Sheets/Voice, Canva, TexShare Databases, library software, etc., or the ability to learn
- Basic troubleshooting of computer issues

- Physical ability to lift and move heavy boxes of books
- Valid Texas Driver's License
- Ability to relate well with people of all ages, backgrounds, ethnicities, and dispositions in a professional manner
- Demonstrated interest or experience in arts and crafts
- Previous library and/or customer service experience preferred
- Knowledge of library classification systems (e.g., Dewey Decimal System) preferred

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

Use vision constantly; standing, walking, lifting, carrying, reaching, handling, fine dexterity, hearing and talking frequently; sitting, pushing/pulling, kneeling, crouching, bending, twisting, climbing and balancing occasionally. Also, occasionally sitting for long periods of time is required.

The employee must be able to lift/carry 50 pounds and push/pull a 200 pound wheeled cart on an as needed basis.

Employee may be exposed to infectious diseases, dust/allergens from library materials/donated items, and irate patrons occasionally.

**Helpful, But Not Required Skills:**

- Strong readers' advisory skills, with the ability to recommend books and other materials based on patrons' interests and preference
- Spanish language skills: Proficiency in Spanish or the ability to utilize Google Translate is helpful