



**Job Title:** Library Technician (Part-Time)  
**Supervisor:** Library Director  
**Pay:** \$12.50  
**FLSA:** Hourly  
**Location:** 1710 Sam Houston, Liberty, Texas 77575

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### **Duties and Responsibilities**

Overview: Under general supervision, the Library Technician is responsible for assisting patrons in finding the information they need, whether in books or online

Essential Job Functions: Serves as Young Adult (YA) Services Coordinator; plans and coordinates a YA Summer Reading Program; plans and coordinates YA programming throughout the year; assists with choosing new Young Adult book; reads YA book reviews; writes order cards, manages periodicals, processes new books, assembles book displays, manages patron reserve requests, shelves adult and young adult books; reads shelves, keeps books in Dewey order, maintains neatness of book shelves, assists patrons with printer, copier, fax machine and coin operated print vending machine; assists patrons with computers, keeps up with the weekly New York Times bestsellers list and consults with director on selecting new bestsellers; manages reserve requests, calls patrons to pick up reserves; repairs books; maintains and posts content to the library's Instagram account and compiles Instagram statistics; assists with cleaning public computers, coordinates adult computer classes with volunteer instructor.

Other Job Functions: Performs other duties as required. Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **Working Conditions**

Work is conducted primarily in an office environment; must be available to work 8:00 a.m. – 5:00 p.m., Monday thru Friday and other times when necessary. Must be able to work overtime when needed; must be able to work weekends when needed; exposed to noise, dirt, dust and heat; requires standing, walking, sitting, stooping, bending, twisting and lifting moderately heavy



objects; deals with modestly unpleasant situations. Part-time employees work a maximum of 29 hours per week.

### **Minimum Essential Qualifications**

Knowledge: Must have knowledge of library operations.

Skills/Abilities: Must be able to use a computer and windows-based software, including, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Adobe; must be able to use a telephone, copier, calculator and fax machine; must have strong verbal and written communication skills; must have strong customer service skills; must have a desire to serve the public.

Physical Requirements: Constantly sees and hears; frequently sits, kneels, stands, walks, operates a calculator, operates a personal computer, types, enters data, cleans, runs, sorts, twists body, carries, drags and lifts objects weighing up to 25 pounds, holds, pulls and pushes objects weighing up to 25 pounds, climbs, squats, stoops, and crawls; frequently files and types.

Education/Experience: Must have high school diploma or equivalent; One year of experience in customer service or a library setting is preferred.

### **Other**

Must possess a valid Class C driver's license with a good driving record. Other state valid Class C driver's licenses with a good driving record will be considered. **Applicant selected for hire will be subject to a background investigation and drug/alcohol screen test.**

The City may consider all related education and/or experience in determining the applicant's minimum qualifications and starting pay.