

OFFICE: City of Sulphur Springs and Sulphur Springs Public Library
Title: Library Services
Salary Grade: Part time / Temporary / Saturdays required
Consideration: Pay commensurate with experience
Requirements: High school diploma or GED; College highly preferred
Must possess valid Texas Drivers License,
Advanced computer skills are required,
Subject to drug screening and review of criminal history
Revised July 2019

GENERAL JOB DESCRIPTION:

- Coordinate with area schools and conduct children's library programs;
- Become proficient on new software used in the library;
- Instruct patrons in the use of all Library programming, resources and equipment in a Reference setting in person and via telephone;
- Help maintain a neat, clean, inviting and functional Library and provide a safe and welcoming Library atmosphere in a courteous and professional manner;
- Master and execute policies and procedures for the protection of Library patrons and property;
- Other duties and projects as assigned.

SUCCESSFUL APPLICANT WILL POSSESS: (may be modified at any time)

- Ability and willingness to work at a high level of accuracy and attention to detail;
- Must have solid working knowledge of alphabetical order, Dewey Decimal System, and library shelving practices; (testing during interview)
- Ability to use computer and general software at an advanced level and instruct others on computer operations;
- Ability to work and communicate effectively with the public and to provide appropriate assistance
- Ability to work as a team member, as well as independently.
- Ability to follow directions.

Work hours: 20 hours per week, 3-5 days per week. Temporary

ADA REQUIREMENTS:

PHYSICAL REQUIREMENTS: Tasks involve frequent and extended periods of walking, stooping, bending, squatting, kneeling and standing; lifting, pushing and carrying objects and book carts of moderate to heavy weight (up to 30 lbs.).