



Madison County Library Job Posting

Madison County is an Equal Opportunity Employer

Posting Date: August 11, 2021

Job Title: Assistant to the Librarian; Full time set schedule; Benefits

Date Available: September 6, 2021

Salary: \$11.69/hour

Qualifications: At least 18 years of age; Minimum High School Education or GED; Strong computer skills and ability to use computer software; Must have valid Texas Driver License (Job requires travel to courthouse, other offices, post office, etc...)

Preferred Qualifications: Previous library or bookstore experience; Interest in and/or knowledge of books, reading, and authors; local history and genealogy research skills; Very strong customer service, computer, and problem solving skills.

Desirable: Positive, professional, outgoing, friendly, and helpful attitude; Ability to work with children of all ages, especially Preschool, and an interest in Early Literacy; Bilingual.

Physical Requirements: Stand for extended periods of time/sit for short periods of time; Ability to push heavy carts and lift/carry boxes up to 40 lbs.; Reaching and bending, as well as getting down to and up from floor; Movement, singing, and dancing necessary for children's programs; Reasonable accommodations may be made to enable individual with disabilities to perform essential job functions.

Examples of Primary Responsibilities: Front desk duties and assisting patrons; Assisting patrons with computers and technology; Organizing and coordinating children's library programs such as weekly Storytime and the Summer Reading Program; Outreach for children's programs; Receiving and processing new materials.

Examples of Collection Management Duties: Knowledge of alphabetical and Dewey Decimal filing systems; Weed material collections; Shelve library materials; Process and catalog library materials; Book and material repair.

Examples of Clerical Duties: Open and close library as needed; Maintain daily statistics at front desk; maintain accurate financial records (receipts) and currency (cash drawer); Run daily reports; Ability to operate general office equipment including microfilm/fiche reader, FAX, and copier; Computer and technology skills are essential in order to assist the public.