



City of Decatur

201 East Walnut ~ P.O. Box 1299 ~ Decatur, Texas 76234
TEL: 940-393-0205 ~ FAX: 940-627-1341 ~ Website: www.decaturtx.org

JOB VACANCY POSTING

Library Assistant

Posting No: 14-015

Posting Dates: **Open Date:** 10/09/2014 **Close Date:** Until Filled

Brief Description of the Job:

Assist library customers by answering research or reader's advisory inquiries. Compile records, sort, shelve, issue and receive library materials such as books, audiovisual materials, electronic media, and cards. Locate library materials for loan and replace materials in shelving area, stacks or files according to library practice. Register library customers to permit them to borrow library materials. Design advertisements and cultivate social media presence.

Education and Experience Requirements:

Associates Degree or equivalent preferred. One year library or related experience is required. Valid Texas Driver's License. Excellent verbal and written communication skills.

Essential Functions:

- Assists the general public with their information needs by answering reference questions in print, over the telephone, and electronically. Ensure that the rules of the library are enforced.
- Persons functioning as Library Assistant may perform other duties by planning and administering materials collection analysis, selection and development, providing reference, readers' advisory, researching and information services and performing bibliographic and computer instruction.
- Sort and stack books depending upon their publication, authors, type and various other attributes and maintain a record of the same in computerized database for easy access.
- Maintain membership log in the library and collect details from the patrons such as name address, phone number, age, etc., update computerized records and issue ID card to them.
- Record details of items borrowed and returned by the members and contact them regarding items not returned on time.
- Collect fees and issue cards for the members and renew them periodically.
- Persons functioning as Library Assistant may perform other duties by overseeing the library technology and assisting patrons in computer access. Perform other reasonable duties as requested.

FLSA: Non-exempt

Salary: \$8.50-\$9.50 per hour

NOTE: To be considered for this position, you must complete and submit a City of Decatur Employment Application between the job posting dates.

The City of Decatur does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

AN EQUAL OPPORTUNITY EMPLOYER