



15001 Wells Port Drive
Austin, Texas 78728
Phone: 512-989-3188
Fax: 512-989-3533
www.wblibrary.org

Library Assistant - Entry level, training provided

Schedule: Sundays 12:45-6pm, Mondays to Thursdays 4:45pm-8pm

Compensation: \$17 per hour, paid vacation and sick time after 90 days

General Description:

This is a part-time position. This person is responsible to perform general library tasks and customer service activities under the supervision of librarians and assistant managers. This support level position reports to the library director.

Qualifications:

- Must be at least 16 years old with reliable transportation
- Competence with basic computer functions as used in the library setting
- Excellent customer service, communication, and organization skills

General library duties performed by all personnel:

- Provide customer service
- Circulate materials including check-out, check-in, renewals, holds, and reserves
- Assist patrons in use of library resources including databases
- Provide patrons with assistance using computers and other library resources
- Re-shelve materials and other items in the proper manner
- Catalog and process materials for circulation
- Receive and refer complaints and non-conformance forms
- Assist patrons with basic information and reference needs
- Participate in training new staff and volunteers
- Maintain the library's physical presence
- Create and issue library cards and TexShare cards
- Assist with special programs as requested
- Attend continuing education or staff development as requested
- Participate in the acquisition of new materials and de-selection of materials
- Provide basic repairs to library materials
- Participate in creating displays, exhibits, and programs
- Other duties as assigned

To apply, fill out an application available at the Wells Branch Community Library or on the website. Additional information such as resumes can be attached to the application. Applications can be returned to the library in person, by mail, or emailed to the Director. Separate resumes will not be accepted. Questions regarding this position can be sent to Donita Ward at director@wblibrary.org. Applications will be accepted until the position is filled.

Board of Trustees
Ralph Simon, Treasurer

Abigail Joffrain, President
Jennifer Christmas, Secretary

Matt Bucher, Vice President
Jane Marawar, Trustee