



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

Library Assistant (3 positions open)- Entry level, training provided

Schedule:

- 1- Evenings Monday to Thursday, 3:45pm to 8pm (17 hours per week)
- 2- Fridays 1:45pm-6pm and Saturdays 9:45am to 6pm (12.5 hours per week)
- 3- Sundays 12:45pm-6pm and mornings Monday, Tuesday and Thursday 9:45am to 1pm (15 hours per week)

Compensation: \$11.50 per hour to start, 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 in person at the Wells Branch Community Library circulation desk. Additional information such as resumes can be attached to the application. Separate or emailed resumes will not be accepted. Questions regarding these positions can be sent to Donita Ward at director@wblibrary.org.

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