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Library Assistant Manager: Circulation Services **Part-time with training & benefits**

The Wells Branch Community Library is looking for a friendly, creative, and enthusiastic team member. The person who fills this role will work with the public at service desks, help get our materials to the shelves and keep them in tip-top shape, and will deliver Spanish Circle Time weekly.

The Wells Branch Community Library is a small, independent library in north Austin serving the Wells Branch and surrounding neighborhoods. We keep up with our very active community with a full calendar of early literacy programs, technology classes, special events, and outreach opportunities. Employees enjoy learning a variety of library operations while gaining expertise in their assigned functions.

Responsibilities specific to this position

- Oversee minor repairs to library materials and deployment of new materials, including maintenance of adequate supplies for processing and repairs. We have training materials specific to these tasks.
- Deliver weekly Circle Time program in Spanish to families. This program has a script and format in place, but is open to change.

Core functions common to all library personnel

- Provide a welcoming environment and professional customer service
- Circulate materials including check-out, check-in, renewals, holds, fines, reserves, re-shelving and specialty items
- Assist patrons in use of library resources including databases and computers
- Catalog, process and repair materials for circulation
- Participate in training new staff and volunteers
- Maintain the library's physical presence
- Create and issue library cards and TexShare cards
- Recommend improvements for library collection, services, programs, website, etc.
- Attend workshops, training and staff development as requested
- Provide in-person, telephone, email and virtual reference and informational services
- Assist with programs, advocacy, facility maintenance and other tasks as needed

Qualifications

- Bachelor's degree or equivalent
- Demonstrated competence with basic computer functions as used in the library setting
- Excellent customer service, communication, and organization skills
- Fluent in Spanish, both written and verbal
- Library experience, paid or volunteer, is preferred

Schedule: Mondays, Tuesdays and Wednesdays 9:45am to 6pm.

Compensation: \$14 hourly to start

To apply: Applications are available on the library website and at the circulation desk and must be returned to a public service desk at the library. Resumes and cover letters can be attached to the application. Email resumes are not accepted.

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