

## **CITY OF TAFT, TEXAS**

### **JOB DESCRIPTION**

**Position Title:** Library Assistant

**Department:** Library

**Reports To:** City Librarian

**FLSA Status:** Non-exempt

**Employment Type:** Part-time

**Compensation:** \$14 per hour.

#### **Position Summary**

The Library Assistant will provide support to the Taft Public Library. Primary duties will include assisting patrons in utilizing library resources, maintaining a neat and orderly library, planning and leading creative activities for patrons of all ages, creating social media advertisements, and assisting the librarian with general library activities.

#### **Essential Duties and Responsibilities**

- Assist patrons in utilizing the library and its resources.
- Shelf books according to existing library organization schemes.
- Plan, create, and lead craft activities for the youth, including monthly take and make and kids' art club.
- Help maintain a fresh library appearance through regular creation and rotation of book displays and library program flyers.
- Assist patrons in printing, faxing, and scanning and collect and record the associated fees.
- Maintain an accurate daily count of patrons, phone calls, and other library statistics using Microsoft Excel.
- Assist librarian in readying materials for the shelves, including labeling and covering new books.
- Assist librarian in maintaining a professional, knowledgeable, and accessible social media presence using Canva designs and social media posts. These posts will reflect library events, common patron questions, and highlight library resources.
- Assist librarian in identifying materials that need to be weeded/replaced due to wear and tear, age, or lack of use.
- Plan and execute monthly movie nights using public performance right movies from Kanopy.

- Follow opening and closing procedures.
- Maintain a polite and helpful demeanor when assisting patrons in person, over the phone, or digitally.
- Take suggestions from patrons regarding materials and programs they would like to see added to the library and share them with the librarian.
- Assist librarian in making connections with local literacy and social service-focused organizations.
- Other duties and responsibilities as assigned.

### **Knowledge, Skills, and Abilities**

- Strong customer service skills.
- Strong organizational skills, including alphabetization and numerical ordering.
- Comfort working with patrons of all ages and backgrounds.
- Basic technology proficiency, including the general operation of desktop computers.
- Basic familiarity with Microsoft Excel and Word.
- Proficiency in written and verbal communication, including presenting to groups of people.
- Basic mathematical skills.
- Proficiency with Canva or similar graphic design platforms.
- Familiarity with social media, especially Facebook and Instagram.
- Willingness to learn, seek answers, and ask questions.
- Comfortable being the only employee in the library.
- Able to maintain a professional appearance and demeanor.
- Strong attention to detail.
- Ability to perform basic research tasks, such as performing an online search and returning reputable answers and compiling information in a written or typed document.
- Communicates clearly with librarian to express feedback, opinions, and ideas.
- Interested in helping the library grow as a center for community, learning, and literacy for patrons of all ages.

### **Minimum Qualifications**

- High school diploma or GED.
- Must be at least 18 years of age.
- Minimum 2 years of customer service experience; familiarity with libraries preferred.

### **Working Conditions**

- Occasional lifting and moving of equipment or other items weighing up to 50 lbs.
- Work is primarily performed in an indoor environment, with multiple hours at a time seated at a desk or walking the library.

## **Employment Terms**

- **Compensation:** \$14.00 per hour.
- **Hours:** Approximately 15 hours per week, plus additional hours when needed (up to 40 hours in one week).
- **Schedule:** Tuesday and Thursday evenings, Friday, Saturday. Hours are subject to some variability depending on the needs of the library and librarian.