

EMPLOYMENT NOTICE

JOB TITLE: LIBRARY TECHNICIAN

DEPARTMENT: BURNET COUNTY LIBRARY SYSTEM

LOCATION: MARBLE FALLS, TEXAS

SALARY: COMMENSURATE WITH EXPERIENCE (GROUP 58 \$13.47 - \$17.57)

GENERAL STATEMENT OF DUTIES:

This position involves working with the public. Applicant must have excellent communication, organization and customer service skills, and basic computer and record keeping skills. Some of the duties involved are circulation, shelf reading, shelving books, and assisting patrons in locating items and with library related technology. Perform other job-related duties as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING:

Computer efficiency, telephone etiquette and customer service skills, clerical skills, and organizational skills. Spanish fluency, previous library experience and higher education credits could be a plus.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 am and 5:00 pm from the Burnet County Courthouse, 220 S. Pierce Street or on the Burnet County website, www.burnetcountytexas.org. Completed applications will be accepted at the Human Resources office, 133 East Jackson, Burnet, TX, until the position is filled.