

EMPLOYMENT NOTICE

JOB TITLE: LIBRARY TECHNICIAN

DEPARTMENT: BURNET COUNTY LIBRARY SYSTEM

LOCATION: MARBLE FALLS, TEXAS

SALARY: COMMENSURATE WITH EXPERIENCE (GROUP 58 \$13.47 - \$17.92)

ESSENTIAL JOB FUNCTIONS:

The Marble Falls Public Library is looking for a friendly, flexible, organized individual to join our team! This position involves extensive interaction with the public, team members, community officials and the press. Major responsibilities include managing the website and weekly email newsletter, marketing and promoting library services and programs, adult print collection development including cataloging and processing and budget management. Additional responsibilities include assisting with daily library operational duties, ensuring customer satisfaction and resolving problems in a professional manner.

QUALIFICATION REQUIREMENTS:

Strong technology, interpersonal and communication skills, team-oriented, ability to work under minimal supervision. Previous library experience and higher education would 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.