

EMPLOYMENT NOTICE

JOB TITLE: LIBRARY TECHNICIAN, PART-TIME
DEPARTMENT: BURNET COUNTY LIBRARY SYSTEM
LOCATION: SPICEWOOD COMMUNITY LIBRARY
SALARY: \$13.74 - \$17.92

ESSENTIAL JOB FUNCTIONS:

This part-time position requires working with volunteer staff with regular shift duties, creating library notices and displays; assisting with children's library activities; answering phones; assisting patrons with basic computer use; and some cataloging duties. Perform other job-related duties as assigned. Must be at least 17 years of age. The successful candidate must be flexible and eager to learn. Position is open until filled.

QUALIFICATION REQUIREMENTS:

Strong work ethic; attention to detail; good customer service and computer skills.

HOURS:

Flexible hours with some Saturday hours required.

EQUAL EMPLOYMENT OPPORTUNITY: Burnet County complies with all State and Federal employment laws regarding 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.