

Upshur County Library
702 West Tyler Street
Gilmer, TX 75644
(903) 843 - 5001

JOB OPPORTUNITY ANNOUNCEMENT

Date: March 4, 2021

Position: Circulation Services / Children's Services Coordinator

Department: County Library

Beginning Salary: \$1,048.70 S/M

Hours: 40 Hours per Week
Tuesday - Saturday
5 hours to 10 hours per day as scheduled.
Shifts will either be 7:30 am - 6:00 pm or 10:00 am -2:00 pm

DUTIES: Shelf maintenance, Shelving materials returned through circulation, Shelving new materials received, Reading shelves, Straightening materials on shelves, Shifting materials as needed, Searching shelves for overdue materials, Assisting patrons with check-in and check out of materials, Patron signup, renewals and updates, Children's summer reading program coordinator, Children's program coordinator, Cataloging Children's books and magazines, Ordering books and materials appropriate for Children's area, Keeping up to date on library services for Children, LEGO @ the Library children's Saturday program, Reader advisory for children, adults and young adults, Facebook knowledge and usage, Decorate library for holidays and seasons Weekly Storytime and craft, Outreach / Special activities, Family Place coordinator with workshop scheduling, 1,000 Books Before Kindergarten coordinator and Other duties as assigned.

REQUIREMENTS:

- » Must have Knowledge of business English, spelling and math.
(basic number sense and alphabet ~ Candidates will be tested on this)
- » Must have Microsoft Office, Excel, Power Point and Publisher Skills.
(Candidates will be tested on this)
- » Must be able to scan documents and create files.
(Candidates will be tested on this)
- » Typing and computer skills required.
- » Must have working knowledge of office practices and procedures and of departmental rules and regulations.

- » Must have ability to understand and carry out oral and written instructions and to request clarification when needed.
 - » Must have ability to establish and maintain effective working relationship with co-workers, employees and officials in other departments.
 - » Must have the ability to meet and greet the public enthusiastically, as well as greet callers and visitors promptly and courteously.
 - » Must have the physical ability to perform continuous activities such as bending, stretching and squatting as necessary in shelf maintenance.
 - » Must be able to lift and carry 30 lbs. effectively and safely.
 - » Must be able to push book cart up to 75 lbs.
 - » Must have good eyesight for shelving books.
 - » Must be dependable and reliable.
 - » Must be punctual.
 - » Must have knowledge of Facebook and proper online etiquette.
 - » Must have knowledge of library software or ILS.
 - » Previous library experience would be helpful but not required for the right candidate.
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To be considered you must complete an employment application in full and turn into the County Treasurer's Office. This position is open until filled.

Upshur County is an equal opportunity/affirmative action employer.