



## JOE BARNHART BEE COUNTY LIBRARY

110 West Corpus Christi St.  
Beeville, Texas 78102  
Tel (361) 362-4901 Fax (361) 358-8694  
www.bclib.org

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### Part-Time Library Assistant

#### Essential duties and responsibilities:

- Responsible for demonstrating a patron centered attitude and a professional, team-oriented working relationship with staff, coworkers, and volunteers.
- Works with the circulation process; checks library materials in and out; collects fines for lost and overdue materials; processes application for library cards; places materials on hold.
- Identify condition of returning materials and prepare action slips for the Tech Room.
- Uses computer to access the library's automated system for daily activities that include issuing new library cards, check-in, check-out, holds, additions, deletions, updating and other activities.
- Answers phones, greets and directs patrons to appropriate areas.
- Operate point-of-sale using patron library accounts, credit cards, checks, and cash.
- Provide customer service support to patrons using library resources.
- Practices good housekeeping in public and work areas.
- Assists with library programs and specials activities, including set-up of Dougherty Multipurpose Room.
- Provide customer support to patrons using library resources and respond to requests for information or other assistance as needed.
- Maintain order of general collection through re-shelving, in-house statistics keeping, and keeping shelves orderly and neat per shelving scheme.
- Operate point-of-sale for print accounts and other document services.
- Perform other duties as required.

#### Minimum qualifications:

High School diploma/GED, experience in customer service and/or public service work.

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

Knowledge of library activities and services circulation service procedures; ability to handle issued funds; ability to collect fines and fees and operate a cash register; ability to follow oral and written directions; ability to establish and maintain effective working relationships with staff; knowledge of contemporary office procedures; ability to communicate effectively with the public; customer service skills enabling identification of patron needs and effective response and assistance; data organization and multitasking skills.

## **To Apply:**

**Please see Indeed.com or Contact:** Rosie Amaya. **Please submit:** cover letter, resume, transcripts, and three professional references along with application available at <https://www.bclib.org/>. Submission may be emailed to [director@bclib.org](mailto:director@bclib.org) or mailed to Attn: Library Director, Joe Barnhart Bee County Library, 110 W. Corpus Christi St, Beeville Texas 78102.

The Joe Barnhart Bee County Library is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.