



Chambers County Library System

your source for information

EMPLOYMENT OPPORTUNITY

JOB TITLE: Library Technician/Adult Programmer
DEPARTMENT: Sam and Carmena Goss Memorial Branch Library (1 John Hall Dr. Mont Belvieu, TX)
REPORTS TO: Branch Librarian
WAGES: \$17.31 hr.
APPLICATION PERIOD: October 7, 2024—Until filled;

JOB SUMMARY AND PRINCIPAL DUTIES: This job involves working on the library floor handling reference interviews, controlling public access computer traffic, readers' advisory, handling charges, discharges, and new library card applications. Daily operational tasks of a library are included in this position. This job is in charge of all adult programs, including book clubs. Employee will develop programs and activities for adults ages 18+, including activities during the annual summer reading program.

The schedule for this branch includes 2 evenings until 7:00 pm and Saturdays, 9:00am-1:00pm.

The successful candidate should be aware that flexibility in scheduling is a requirement, since the library is open more than 40 hours per week. Schedule will be set as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES : Knowledge: This is an entry-level position. An acquaintance with libraries, such as familiarity with the Dewey Decimal System, would be an asset. Knowledge of a second language would be considered a valuable asset. **Preference given to individuals who have experience working with adults. Previous library experience preferred.**

SKILLS AND ABILITIES: Ability to interact well with all library patrons, particularly with adults; demonstration of proficiency in oral communication skills; aptitude for alphabetizing and filing. The ability to operate and demonstrate specialized and general office equipment, especially personal computers, is very valuable. **Computer proficiency required (Including Internet, email, and Microsoft Office. Proficiency with office equipment required (Including copier, printer, fax, & telephone).**

This job is classified as light duty; however, at least 50% of the job involves extensive physical movement throughout the branch to assist patrons, to lift and move books, standing, walking, answering the phone, etc.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation or its equivalent is requested. **Interview will include a computer skills assessment.**

Applications may be picked up at the library branches listed below, or in the County Treasurer's office in the Courthouse in Anahuac, Texas. For more information on the position, please contact County Librarian Molly McGinty, at the System Office numbers listed below.

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

Any applicant conditionally selected for this position will be required to submit to a background check, physical and drug testing, before commencing employment.

County Librarian, Molly McGinty, MLIS

**Chambers County
Library, Anahuac**
608 Washington Ave.
Anahuac, TX 77514
409-267-2554

**Juanita Hargraves
Memorial Branch**
108 East Fear
Winnie, TX 77665
409-296-8245
Fax 409-296-8243

**Sam and Carmena Goss
Memorial Branch**
1 John Hall Drive
Mont Belvieu, TX 77580
409-267-2615
Fax 281-576-2496

System Offices:
409-267-2555
Fax 409-267-3047
www.chambers.lib.tx.us
Email:
ccls@chamberstx.gov
mlmcginty@chamberstx.gov