

Western Texas College

Position Opening: Part-Time Library Technician

Department: Library

Start Date: As soon as possible

Position Summary: The successful candidate will, under the direction of the Supervisor of Public Services, assist in all aspects of the functions of the Circulation Desk. The required hours of position are Tuesday from 4:00pm until 8:00pm and Thursdays from 4:00pm until 8:00pm during the Fall and Spring semesters. Additional hours may be available to fill in for others. Summers as needed 10:00am until 2:00pm.

Essential Functions:

- Opens and closes the building following procedures.
- Greets and provides information to campus visitors and patrons.
- Supervises activity in the circulation area as needed.
- Helps with student assistants.
- Circulates materials.
- Locates and shelves materials according to Library of Congress classification system.
- Helps prepare new books and audio visual materials for library circulation.
- Notifies patrons of fines and overdue materials.
- Operates paper copy machines, scanners, and printers in the circulation area and the computer lab.
- Prepares magazines and newspapers for reference area.
- Collects money for fines and copy charges.
- Processes patron and material records into automations system.
- Maintains file of WTC related newspaper articles.
- Conducts periodic discarding of newspapers and periodicals.
- Assists in weeding of outdated materials.
- Assists with inventory of the collection.
- Assists students in use of the WTC card catalog online.
- Instructs students in use of databases and other online resources.
- Performs duties of the Supervisor of Public Services in his/her absence.

Knowledge, Skills, and Abilities:

- Knowledge of copiers, scanners, and printers
- Extensive computer knowledge
- Ability to give students computer assistance
- Communication skills
- Clerical skills

Training and Experience:

- High School Diploma or GED Equivalent
- Experience interacting with the public

- Computer training
- Interest in books and reading

Qualifications:

- Clerical and organizational skills
- Ability to have a positive and productive rapport with patrons
- Physical ability to lift 10-15 lbs and to move about freely when assisting patrons and during inventory
- Wide variety of computer knowledge

Preferred Qualifications:

- Ability to assist students with research writing papers
- Previous library experience
- Cash handling experience
- Experience with research databases

Salary:

- \$9.00 per hour

Please contact Jennifer Evans, Director of Library Services, to apply or for more information:

jevans@wtc.edu

325-574-7676 office or 325-574-7678 main library line