



JOB ANNOUNCEMENT

TOM C. CLARK BLDG., RM. G01

205 W. 14TH ST.

AUSTIN, TX 78701

LIBRARY ASSISTANT III

20 hours per week: 1pm-5pm M-F preferred but negotiable

Monthly Salary: \$1,350 +, DOQ

Contact: Ruth Harrison, 512-463-1724

Date Available: October 21, 2019

Posting No.: LA102019

JOB DESCRIPTION

Performs mid-level library support work. Job duties primarily involve assisting in the areas of technical services, cataloging, circulation, and public services. Occasional special projects as assigned.

PRIMARY TASKS

Assists with technical service duties such as:

- Processing new items using the library's integrated library system (Koha)
- Editing item metadata using library software (Koha, LibGuides, etc.)
- Assisting with various catalog clean-up projects
- Sorting and organizing incoming library materials
- Preparing library materials to be shelved
- Filing loose-leaf publications

Assists with circulations duties such as:

- Processing online patron registration requests
- Sorting, locating, and shelving library materials
- Retrieving materials placed on hold for patrons
- Reading shelves for accuracy of order and re-shelving materials as needed

Assists with general library housekeeping duties such as:

- Straightening shelves and furniture
- Tidying the public areas
- Stocking supplies throughout the library
- Setting up and taking down audiovisual equipment for library training sessions

Assists patrons with library equipment and software, for example:

- Providing assistance with the library's website and software such as logging into library computers, using the library catalog, and navigating library databases
- Troubleshooting hardware problems with library photocopiers, scanners, public computers, and accessibility equipment

Assists with other projects as assigned.

OTHER DUTIES

May assist with other duties according to skill level and interest such as:

- Cataloging new items (books, e-books, and web items)
- Improving and updating metadata in the library's bibliographic records using MARC editing software
- Locating and fixing broken web links on the library website
- Assisting with library website maintenance and special projects as assigned

PHYSICAL DEMANDS

Occasionally moves boxes up to 30 lbs., frequently moves small boxes and books up to 10 lbs. Pushes book trucks of up to 50 lbs. as part of re-shelving.
Retrieves and re-shelves books on shelves up to 6 feet high, requiring moving to high and low positions.
Responds to being paged by moving quickly to the front desk from elsewhere in the library.
Remains in a stationary position approximately 50% of the day.

MINIMUM QUALIFICATIONS

Graduation from a standard high school or GED
Experience working with or assisting the general public
Experience working in a library, volunteering in a library, current enrollment in a library studies degree program, or completion of library-related coursework
Experience performing detail-oriented work, preferably with metadata or data entry
Proficient computer skills and familiarity with software including, but not limited to: Microsoft Office Suite (Word, Excel), Adobe Acrobat
Basic knowledge of office equipment: photocopier, scanner, and desktop printer
Ability to work independently

PREFERRED QUALIFICATIONS

Experience working in a law library
Experience updating data in a database using a software client (e.g. Microsoft Access, collections management systems, inventory software, integrated library systems)
Experience assisting others with troubleshooting computer software and office equipment
Experience assisting the public with requests for information
Experience working with an integrated library system (ILS) software such as Koha
Experience with library cataloging procedures and standards
Experience with library software such as MarcEdit, LibGuides, or OverDrive
Experience with a content management system (CMS) such as Umbraco
Experience writing SQL queries (preferably using MySQL)
Knowledge of HTML5, CSS3, and JavaScript
Graduate level coursework in information studies or library science

APPLICATION PROCESS

Submit a completed State of Texas Application for Employment, **AND** a detailed statement of qualifications. You may find the application online at: <https://twc.texas.gov/jobseekers/state-texas-application-employment>. For the statement of qualifications, please list the minimum and preferred qualifications for this position, and then write a brief description of how you meet each qualification.
Mail completed applications and statement of qualifications to: PO Box 12367, Austin, TX 78711-2367; FAX to 512-463-1728, or e-mail to ruth.harrison@sll.texas.gov.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Ruth Harrison at 512-463-1724. The State Law Library is an Equal Employment Opportunity Employer.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 13D, 13P, 13T, 13R, 25B, IT, SN, YN, 275, 6046, 8846, 3A1X1. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.