

**INTERNAL
JOB POSTING # 18-053**

CHILDREN'S LIBRARIAN

Robert J. Kleberg Public Library



HOURLY RATE: \$ 10.00**

**Starting rate depends on Employee's current Rate and Step in the City's Classification and Compensation Plan (Contact HR for more information)

Closes: April 19, 2018 at 5 p.m.

Under general direction, performs a wide range of duties supporting the library needs of the public with emphasis on the needs of children.

Essential Job Functions:

Responsible for the activities of the area of Children's Services including maintaining records and compiling reports; participates in shelving children's library materials; assists children in their use and evaluation of library materials and information sources, maintains and updates the Children's Computer Lab computers and other related equipment; creates seasonal programs to include brochures, flyers, signs, bookmarks & displays; informs patrons of policies and procedures relating to children's services; assists patrons in selecting and finding children's materials; reads book reviews on children's related materials and orders books; administers the Video Loan programs; maintains the Audio-Visual equipment and schedules reservations; assists children with computer use and printing; troubleshoots multiple programs to include Microsoft Applications.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Computer experience including ability to navigate Microsoft office applications such as Word, Excel, Publisher, etc.; knowledge of various office and audiovisual equipment

MINIMUM QUALIFICATIONS:

Two (2) years of clerical or technical experience involving extensive public contact in a library or office environment.

Machines, Tools, Equipment and Work Aids: The essential functions of this position require the daily use of a computer. *Environmental Factors:* The essential functions of this position are performed in an office environment. Physical lifting, reaching, bending and carrying up to 35 lbs of books and materials is required.

Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

All positions require the following: 1) Valid driver's license 2) satisfactory driving record and 3) proof of eligibility to legally work in the U.S. The successful candidate must pass a pre-employment drug screen and background investigation. Applications available www.cityofkingsville.com or send resume and cover letter to hadmin@cityofkingsville.com For additional information contact Human Resources at 361-595-8017. EOE