JOB POSTING # 20-019

Part-Time
DIGITAL SERVICES LIBRARIAN
ROBERT J. KLEBERG PUBLIC LIBRARY

Hourly Rate: $ 14.10
Position Open Until Filled

The City of Kingsville is accepting applications for a Part-Time Digital Services Librarian position (19 hours per week) to support the Robert J. Kleberg Public Library. Under the direction of the Library Director assists with technical aspects of library networks. Work schedule will vary as normal daily operations occur Tuesday – Saturday. Position may require working weekends as needed. Performs other duties as assigned.

Essential job functions include the following:
➢ Performs routine repairs, daily troubleshooting, and preventive maintenance; conducting internal compliance checks to ensure adherence to staff computer polices; performs annual system hardware and software inventory to insure coverage under the maintenance agreement contracts.
➢ Maintains electronic systems, including telephones, security systems, printers, copiers, faxes, and other peripherals.
➢ Implements updates to web site information; assists with writing and developing information as needed for placement on the web site; performs layout work and all the other tasks required to create, develop, link, and expand Web page and services.
➢ Trains staff and the public in the effective use of the library's computers and electronic services.
➢ Ensuring security of software in accordance with established procedure; maintaining operational and maintenance logs and statistics.
➢ Keeps library administration informed of current technology trends.

Training, Experience and/or Other Requirements
2 years technical or desktop support experience involving extensive public contact; Ability to maintain records in a standard, orderly, systematic fashion; Exceptional ability to deal with people effectively and courteously; *Acceptable Equivalency:* Any combination of experience, training, and/or education to conduct the essential functions of the position.

Knowledge of the principles, practices and techniques of computer operations (Windows). Knowledge of end-user program such as MS Office and MS Excel. Knowledge of computer security procedures. Ability to apply basic troubleshooting techniques and procedures. Ability to maintain confidentiality. Must interpret and apply both written and oral instructions. Ability to document processes and provide instructions in written format.

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) High School diploma or equivalent, 2) Valid driver's license 3) satisfactory driving record and 4) proof of eligibility to legally work in the U.S. The successful applicant will be required to take and pass a pre-employment drug screen and background investigation.

Applications may be picked up at City of Kingsville-Human Resources, 400 W. King Avenue, Kingsville, Texas 78363. For more information call 361-595-8017 or e-mail hradmin@cityofkingsville.com AA/EOE.

Posted: December 16, 2019
4:30 p.m.