

NOTICE OF JOB OPENING

Andrews County is currently accepting applications to fill a part-time position at the Andrews County Library. Applications are available in the office of the County Judge and online at www.co.andrews.tx.us and will be accepted **until position is filled**. Please return completed application to the Andrews County Library 109 NW 1st St., Andrews, Texas.

According to Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews County, Texas, 79714.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individuals. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee, which is selected, prior to their acceptance of employment, in order to assure health insurance coverage for the individual. This physical shall include drug testing, as provided by the Personnel Policy

JOB DESCRIPTION

Essential Duties:

- Check the book drop several times during shift and check books in.
- Shelf materials that are returned to library and those that collect on the AR cart.
- Assist in processing new materials: cover new books, print labels, etc.
- Read, straighten, and weed the shelves.
- File new patron cards in Circulation Desk drawers.
- Work evenings and Saturdays as scheduled with a full-time staff person.
- Performs library tasks as necessary to run the library including reference, shelving, reading shelves, cleaning and straightening, and copies/scanning. Must be competent in general reference, academic reference, business reference, medical reference, legal reference, and genealogical reference.

Marginal Duties:

- Miscellaneous office work.
- Perform other duties as assigned.

Qualifications:

- Must have a high school diploma or equivalent—or in school working toward that end.
- Must be able to lift at least 50 lbs., push cart with 100 lbs. of books/materials/equipment. Must be able to bend, stoop, and reach. Must be physically tolerant of dust and molds.

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.