

Upshur County Library  
702 West Tyler Street  
Gilmer, TX 75644  
(903) 843 - 5001

# JOB OPPORTUNITY ANNOUNCEMENT

**Date:** October 2, 2024

**Position:** Circulation Services / Young Adult Services Coordinator

**Department:** County Library

**Beginning Salary:** \$1,281.40 Semi Monthly

**Start Date:** 11 / 01 / 2024

**Hours:** 40 Hours per Week  
Tuesday - Saturday  
4 hours to 10 hours per day as scheduled.  
Shifts will either be 7:30 am - 6:00 pm or 10:00 am -2:00 pm

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**DUTIES:** Shelf maintenance, Shelving materials returned through circulation, Shelving new materials received, Reading shelves, Straightening materials on shelves, Shifting materials as needed, Searching shelves for overdue materials, Assisting patrons with check-in and check out of materials, Patron signup, renewals and updates, Young Adult program Coordinator, as well as Young Adult Summer Reading Program Coordinator, Cataloging Young Adult books, Ordering books and materials appropriate for Young Adult area, Keeping up to date on library services for Young Adults, Saturday computer coding class for Young Adults Reader advisory for adults and young adults, extensive knowledge and usage of Facebook, Twitter, Tiktok and Instagram. Decorate library for holidays and seasons and Other duties as assigned.

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## REQUIREMENTS:

- » Must have Knowledge of business English, spelling and math.  
( basic number sense and alphabet ~ Candidates will be tested on this )
- » Must have Microsoft Office, Excel, Power Point and Publisher Skills.  
( Candidates will be tested on this )
- » Must be able to scan documents and create files.  
( Candidates will be tested on this )
- » Typing and computer skills required.
- » Must have working knowledge of office practices and procedures and of departmental rules and regulations.

- » Must have ability to understand and carry out oral and written instructions and to request clarification when needed.
  - » Must have ability to establish and maintain effective working relationship with co-workers, employees and officials in other departments.
  - » Must have the ability to meet and greet the public enthusiastically, as well as greet callers and visitors promptly and courteously.
  - » Must have the physical ability to perform continuous activities such as bending, stretching and squatting as necessary in shelf maintenance.
  - » Must be able to lift and carry 30 lbs. effectively and safely.
  - » Must be able to push book cart up to 75 lbs.
  - » Must have good eyesight for shelving books.
  - » Must be dependable and reliable.
  - » Must be punctual.
  - » Must have knowledge of Facebook, Twitter, Tiktok and Instagram and proper online etiquette.
  - » Must have knowledge of library software or ILS.
  - » Previous library experience would be helpful but not required for the right candidate.
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To be considered you must complete an employment application in full and turn into the County Treasurer's Office. This position is open until filled.

Upshur County is an equal opportunity/affirmative action employer.