



Reference Specialist

Robert J. Kleberg Public Library

Hourly Rate: \$10.00

Position Closes: May 5, 2023 @ 5 p.m.

Manages the daily operations of the Reference and Information Services Department of the Robert J. Kleberg Public Library. Job duties include: assisting patrons in locating books, information, and materials; maintaining daily operations in the computer lab; conducting a variety of technical and paraprofessional tasks; planning and scheduling services; and performing other duties as assigned.

Essential Job Functions

- Administers periodical subscription activities and Inter-Library Loan Program
- Explains policies and procedures to patrons relating to reference and information services
- Assists patrons in the use of the OPAC (Online Public Access Catalog) computers
- Answers reference questions received in person, telephone, mail, or e-mail
- Prepares, files, and maintains statistics on reference services
- Reads reviews on new reference books and materials
- Evaluates reference collection for material procurement, weeding, and updates
- Oversees and assists patrons in the adult computer lab
- Participates in shelf-reading and shelving of books and materials
- Manages adult programming

Training, Experience and/or other Requirements

Two (2) years of clerical experience involving extensive public contact preferred. Computer experience required; knowledge of internet operations and MS Office programs such as Word and Excel; ability to use various office audio-visual equipment; ability to carry 35 pounds and shelf materials.

Employee Behavior and Conduct

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

All positions require the following: 1) High School Diploma or equivalent, 2) possession of a valid driver's license 3) satisfactory driving record and 4) proof of citizenship and/or eligibility to work in the U.S. legally. The successful applicant will be required to take and pass a pre-employment drug screen and background investigation.

Applications may be picked up at the Robert J. Kleberg Public Library, 220 N 4th St, Kingsville, Texas 78363. For more information call 361-592-6381.

