

# MAMMEN FAMILY PUBLIC LIBRARY

131 Bulverde Crossing  
Bulverde, TX 78163



We are seeking a person with strong customer service skills to work as our Library Circulation Clerk. The Clerk is the first contact with our library members.

This is a very physical position as you are on your feet most of the time you are working. **We are looking for someone to work evenings, 2-4 days every week, from 3:00 or 4:00pm until 7:00 or 8:00pm and every other Saturday from 10:00am until 2:00 or 3:00pm, with a maximum of 20 hours per week.** These hours are required for this position, we cannot work around someone's personal schedule or change the schedule due to personal needs. We don't currently have earlier hours available for this position.

Under the supervision of Library Director, your responsibilities include:

- Sort and shelve materials
- Check materials in and out to our library members and manage issues related to materials
- Issue new and replacement library cards
- Help library members learn to reserve materials and request Interlibrary loans
- Manage financial transactions such as fees and book sales
- Inspect library materials and make simple repairs
- Update and return electronic equipment, such as computers and ereaders, to circulation
- Maintain displays around the library
- Offer basic guidance to our members in the use of the library catalog, Internet, online resources, and computer software
- Operate and resolve minor problems with equipment such as copiers, printers, fax machines and computer work stations
- Maintain a friendly and cooperative atmosphere
- Assist in library inventory
- Keep the library area neat, friendly and appealing to members
- Perform light maintenance and housekeeping as needed
- Perform other duties as assigned by the Library Director

You must be 16 years of age or older, able to lift at least 30-40 pound boxes and may have to push heavy book carts or dollies. This position does require some physical labor at times including some set up and cleanup of meeting room furniture and other furniture as well as some general housekeeping duties around the library

Employees working at least 20 hours per week receive benefits including vacation, sick leave, holiday pay, and a matching 6% retirement savings opportunity.

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