

South Texas College

Job Announcement 2025-5030

Title: Library Technician (Part-time Temporary)

Dept: Library Public Services

Reports to: Librarian III-Ref & Circ

Pay Grade: Part-time

Salary Range: Minimum \$15.50/Hour

Campus: Pecan

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Library Technician supports the Circulation Desk (Help Desk) and works closely with library staff, students, and faculty to assist library users with accessing and using information.

Specific Duties and Responsibilities

Essential Functions:

1. Provides and promotes excellent customer service.
2. Answers routine inquiries and assists library users in locating materials appropriate to their interest or needs.
3. Performs circulation duties.
4. Sorts and shelves library materials.
5. Monitors library computers as assigned.
6. Assists in maintaining appropriate student conduct in the library.
7. Arranges for department's equipment maintenance.
8. Maintains departmental files and keeps statistics and records producing reports.
9. Performs cash handling duties in accordance with cash handling procedures.
10. Maintains accurate student records.
11. Supports interlibrary and intercampus loan services.
12. Assists with the distribution of Library Services mail.
13. Assists with planning and promoting library events.
14. Performs other duties as assigned.

Required Education and Experience

1. To qualify, one of the following must be met:
 - Associate's degree
 - A minimum of 60 earned college hours
2. At least two (2) years of library work experience in an educational institution, preferred.

Required Knowledge, Skills and Abilities

Library Technician

1. Excellent oral, written and interpersonal communication skills.
2. Demonstrated computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, Teams, and Outlook, the Windows environment, and internet research skills.
3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Ability to work independently as well as a team player within department and with others.
5. Ability to work evenings and/or weekends as needed.
6. Demonstrated commitment to achieving the vision and mission of South Texas College.
7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, library materials, and procedure manuals.
8. Ability to write routine reports and correspondence.
9. Ability to speak effectively before groups of students, customers or employees of organization.
10. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: All applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to a federal background check.

Physical Requirements

1. Exerting up to 30 pounds of force occasionally, and/or up to 20 pounds of force to move objects.
2. Ascending or descending ladders and stairs, using feet and legs and/or hands and arms. Body agility is emphasized.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Grasping, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Bending legs at knee to come to a rest on knee or knees.
9. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
10. Ability to make rational decisions through sound logic and deductive processes.
11. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.

12. Sitting and standing particularly for sustained periods of time.
13. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
14. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
15. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.