



Madison County Library Job Posting

Madison County is an Equal Opportunity Employer

Posting Date: Friday, July 18, 2025

Closing Date: When position is filled

Job Title: Assistant Librarian/ Children's Librarian; Full time set schedule; Benefits

Salary: \$12.62/hour

Start Date: Monday, August 4, 2025

Qualifications: At least 18 years of age; Minimum High School Education or GED; strong computer skills; strong customer service skills; ability to work with children of all ages, especially Preschool, and an interest in Early Literacy for Storytime and Summer Reading program planning and implementation; must have valid Texas Driver License (job requires travel to courthouse, other offices, post office, etc...)

Preferred Qualifications: Previous library or bookstore experience; interest in and/or knowledge of books, reading, and authors; some local history and genealogy research skills; very strong customer service skills. Candidate is friendly, professional, and willing to assist people with a variety of tasks; **must have computer skills** and problem solving skills. The preferred candidate will have a great work ethic and will be trustworthy, will be self-motivated and innovative, will have a positive, friendly, helpful and outgoing attitude.

Physical Requirements: Stand for extended periods of time/sit for short periods of time; ability to push heavy carts and lift/carry boxes up to 40 lbs.; reaching and bending, as well as getting down to and up from the floor; movement, singing, and dancing necessary for children's programs; reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Examples of Primary Responsibilities: Front desk duties and assisting patrons; assisting patrons with computers and technology; **organizing and coordinating children's library programs** such as weekly Storytime and the Summer Reading Program; outreach for children's programs; displays and bulletin boards.

Examples of Collection Management Duties: Knowledge of alphabetical and Dewey Decimal filing systems; weed material collections; shelve and shelf-read library materials; book and material repair.

Examples of Clerical Duties: Open and close library as needed; maintain daily statistics at front desk; maintain accurate financial records (receipts) and currency (cash drawer); run daily reports;

ability to operate general office equipment including microfilm/fiche reader, FAX, and copier; **computer and technology skills are essential in order to assist the public.**

Examples of Customer Service Duties: Ability to answer reference questions, including local history and genealogy; ability to research and problem-solve in order to assist patrons; ability to assist patrons with all computer and technology needs, such as printing from phone, setting up email address, create online accounts, filling out online job applications, etc...; answering the telephone; checking materials in and out and renewing materials; readers' advisory.

- *Maintain library in Director's absence*
- *Cooperate as a team member with all library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations*
- *Any other duties deemed necessary by library director*

Application Process:

Accepting applications until position is filled. Applications may be requested at the Madison County Library, the Madison County Judge's Office, or downloaded and printed from www.co.madison.tx.us

Return Applications To:

- Madison County Library
605 S. May St.
Madisonville, TX 77864
- [E-mail] mclib@madisoncountytexas.org Please reference *employment application* in the subject line and ensure name, contact information, and email are provided.

Contact:

Veronica Landmann, M.L.S., Library Director
936-348-6118
mclib@madisoncountytexas.org