

Risk Management/Insurance Department
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Payroll/Retirement Department
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**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT
LIBRARY ADMINISTRATOR**

ECTOR COUNTY LIBRARY

The Ector County Library is in need of a Van Driver/Clerk Assistant. The Van Driver/Clerk Assistant serves under the supervision of the Library Director.

PRIMARY DUTIES: Facilitates the operation of the sprinter van on a scheduled rotation as a part-time driver. (Must have a valid driver's license.) Maintain and upkeep mall kiosk, vending machine and pick up materials from book drops. Maintain and promote hotspots and tablets. Periodically clean the devices. Assist and back-up information for the Technology Department specifically with the public computer lab on the first floor of the library to include servicing of tickets and coin-op machine repair. Assist with programming, outreach and scheduling duties when needed. Assist in updating the library website and social media with content as needed. Occasionally fill-in for various departments as needed. Other duties as assigned.

MINIMUM QUALIFICATIONS: Must be computer proficient and perform basic computer maintenance. Must be able to lift 25 lbs and have the ability to type 35 wpm. Must be able to manage one's time effectively, work independently and be flexible with tasks assigned. Maintain a good working relationship with the staff and communicate effectively with our patrons and the public.

PREFERRED QUALIFICATIONS: Must be bilingual or be able to translate Spanish on a computerized device.

SALARY: DOE (Depends on Experience) plus benefits; work days: Monday–Friday 10am-7pm.

DEADLINE: Until sufficient applications have been submitted for consideration.

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

10/02/2024