City Of Tyler Jobs — Library Services Assistant — Tyler, TX, USA

Hiring organization
City Of Tyler

Employment Type

Industry
Public Library Services

Job Location
Tyler, TX, United States

Date posted
November 17, 2026

Valid through
2026-11-22

Description

The Library Services Assistant position focuses on public library services services, an area worth learning about through City Of Tyler careers in Tyler, TX, USA. On a normal day, this means organizing circulating library materials and helping patrons locate catalog records while keeping records easy to follow. People with experience in library systems and public service can apply those strengths to this career area.

Responsibilities

- Organize circulating library materials.
- Help patrons locate catalog records.
- Document progress clearly and share outstanding questions with the right colleagues.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with library systems and public service.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in library systems, academic projects, or related service work provides useful preparation for library services assistant responsibilities.

Skills

library systems, public service, cataloguing, communication, organization, accuracy

Career Information

Explore the City Of Tyler official website for organization and career information.