



Job Title: Library Assistant  
Pay Rate: \$8.6515/hr  
Department: Library

04/12/2017

**JOB SUMMARY:**

Will perform a wide variety of simple manual and clerical tasks in the library. Sorts, shelves, and files various library material accurately according to library classification systems (alphabetic, numeric, and alphanumeric). Reads shelves for accuracy and re-shelves misplaced items. Occasionally unpacks and packs boxes of books returned from or to other library agencies. Operates integrated on-line system computer terminal using a keyboard or scanner to perform routine support tasks such as location changing and checking in or out library materials. Will perform other duties as assigned.

**QUALIFICATIONS:**

- Ability to deal tactfully and courteously with the public is essential.
- Knowledge of the alphabet and correct spelling of the English language
- Knowledge of the principles and practices of customer service.
- Available to work nights and weekends
- Some computer knowledge preferred
- High School Diploma or GED; or six months related experience and/or training equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS:**

The employee is frequently required to make continuous or repetitive arm-hand movements, such as checking in books and operating a computer keyboard. Remain in a standing position for extended periods of time. The employee must occasionally lift and/ or move up to 20 pounds.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.**

**BENEFITS:**

The City covers part-time employees under its Worker's Compensation Program.

**HOW TO APPLY:** Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, TX 78550 City Website: [www.myharlingen.us](http://www.myharlingen.us)

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