



Job Title:	Library Associate I	
Pay Rate:	\$10.1156/hr	
Department:	Library	09/08/2017

JOB SUMMARY:

Performs entry-level paraprofessional library work by applying the full scope of basic library knowledge and techniques in the performance of duties. Work involves advising the public in their use of library materials, and handling reference and information search requests. Work is performed in accordance with established policies and accepted library practices and procedures. Some positions may exercise functional or technical supervision over clerical staff. Will perform other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED; or six months related experience and/or training; or equivalent combination of education and experience.
- Available to work nights and weekends.
- Able to sort and file alphabetically and numerically.
- Some computer knowledge preferred.
- Ability to deal tactfully and courteously with the public is essential.
- Knowledge of professional library theories issues and trends.
- Knowledge of research techniques and practices.

PHYSICAL REQUIREMENTS:

The employee is regularly required to lift arm above shoulder level; make continuous or repetitive arm-hand movements and use hands and fingers. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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

BENEFITS:

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550. City Website: www.myharlingen.us

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