

**JOB VACANCY ANNOUNCEMENT
CITY OF HARLINGEN**

Job Title: Library Assistant I
Department: Library
Opening Date: 5/31/2018

Pay Rate: \$7.2500
Job Status: Part-Time
Closing Date: Open Until Filled

JOB SUMMARY: Performs general library duties, which include typing, filing, general clerical, and reader service. Some of the duties include but are not limited to the following: sorts, shelves, and files various library materials accurately according to library classification systems; reads shelves for accuracy and re-shelves misplaced items. Accepting fines and handling customer service concerns and other duties as assigned. The Library Assistant will be working with children.

QUALIFICATIONS:

- Must type 40 wpm.
- High School Diploma or GED.
- Available to work nights and weekends.
- Some computer knowledge preferred.
- Ability to deal tactfully and courteously with the public is essential
- Experience with children's activities preferred.

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, bend or stoop repeatedly over time, move light objects (less than 20 pounds) short distances (20 feet or less) and remain in a standing position for extended periods of time. Specific vision abilities required by this job include close vision, depth perception, 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 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, Texas 78550 City Website: www.myharlingen.us

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