



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2100

OPEN: August 17, 2012
CLOSE: Until Filled

JOB POSTING
11 Hour Week / Part-time
Circulation Services Assistant
(Saturdays and Sundays Only – Every Weekend)
Hourly Salary: \$12.09

JOB SUMMARY:

Performs activities of library materials circulation services. Works directly with the public by checking in and out library materials, collecting fees and fines using a computer system. Deals with a high volume of customers. Answers the phone, shelves and does other assigned tasks.

MINIMUM QUALIFICATIONS:

- Must possess a one-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination or experience.
- Must possess a valid Texas Drivers License.
- Must be able to work Saturday 10:00 a.m. to 5:00 p.m. and Sunday, 12:00 p.m. to 5:00 p.m.

SKILLS AND EXPERIENCE:

- Ability to stand for long periods of time, lift, push, pull, reach and bend.
- Ability to follow oral and written instructions.
- Must have excellent customer service skills that enable tactful, courteous and professional service.
- Ability to be a team player.
- Ability to learn multiple procedures such as, basic keyboard, customer service, good interpersonal skills.

TO APPLY:

Applications available online www.bedfordtx.gov or at City Hall Complex, Building B, 2000 Forest Ridge Drive, Bedford, TX 76021.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer