



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2179

Open: November 5, 2014
Closed: When Filled

JOB POSTING
Programming Assistant - Library
15 Hour Week / Part-Time
\$14.7044/hour

JOB SUMMARY:

Provides programs for all ages, information and reference services, readers advisory, and assists public in use of Internet, online catalog and databases. Innovative individual who is comfortable working with teens and technology is a must.

MINIMUM QUALIFICATIONS:

- Must possess a Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Must be able to work on the weekend and one night each week.
- Must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Must possess a valid Texas Driver's License.

SKILLS AND EXPERIENCE:

- Working knowledge of related computer and media formats and systems and the Dewey Decimal Classification System.
- Demonstrated knowledge of and skill in application of pertinent laws, codes and regulations; related library classification, cataloging and administrative systems; use of specialized computer and database systems; document research techniques, locating external resources and utilizing library exchange systems.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Demonstrated knowledge and skill in planning, creating and presenting age appropriate educational and entertainment programs for the public.
- Advanced skills in effective communication with a wide variety of persons such as the public, staff and within the profession.

TO APPLY:

Application available online on The City of Bedford web site (www.bedfordtx.gov), City Hall at 2000 Forest Ridge Drive Building B, or the Library at 2424 Forest Ridge in Bedford, TX 76021.

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