



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2178

Open: October 06, 2015
Closed: When Filled

JOB POSTING
Library Assistant I
Part-Time 12 hrs Saturday & Sunday
\$12.58/hour

JOB SUMMARY:

Provides customer service to library patrons in person and over the phone by answering questions, locating information using the library catalog, the Internet, electronic resources and print materials. Assist with duties associated with the circulation of materials including processing, circulating and shelving materials.

MINIMUM QUALIFICATIONS:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Must possess a working knowledge of library classification system, i.e., Dewey Decimal Classification system as they apply to shelving of materials.
- Must be able to lift up to 25 pounds and occasionally move up to 100 pounds.

SKILLS AND EXPERIENCE:

- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to shelve and process a high volume of materials on a daily basis.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Demonstrated skills in the use of personal computers, printers, scanners, and other office and related equipment.

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.

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