



2000 Forest Ridge Drive, Bedford Texas 76021
www.ci.bedford.tx.us (817) 952-2100

Open: November 4, 2011
Close: November 8, 2011

JOB POSTING
Circulation Maintenance Assistant
Part -Time (14 hrs./wk)
(Hours Varied)
Hourly Salary: \$12.09

JOB SUMMARY:

Performs routine library tasks such as replacing books and other materials on shelves according to the library classification system. Performs other tasks as assigned and assists in various circulation activities including clearing materials through the automated computer system.

MINIMUM QUALIFICATIONS:

- Must possess a High School Diploma or GED; or one to three months related experience and/or training; or equivalent combination of education and experience.
- Must possess a working knowledge of basic office machines.
- Must acquire a working knowledge of library classification (non-verbal) systems, i.e., Dewey Decimal Classification system as they apply to shelving of materials.

SKILLS AND EXPERIENCE:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to regularly stand, walk, sit, use hands to finger, handle, feel and reach with hands and arms.
- Ability to frequently climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- Ability to regularly lift up to 25 pounds and move up to 100 pounds
- Ability to work as a team and return material in a timely, accurate manner.
- A working knowledge of data processing is desired.

TO APPLY:

Applications are available at City Hall, 2000 Forest Ridge Dr., Bedford, TX or our web site (www.bedfordtx.gov).

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