



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

Open: September 16, 2014
Closed: September 26, 2014

JOB POSTING
Library Assistant II
8 Hour Week / Part-Time
Thursday Evenings & Sundays - Every week
\$12.70/hour

JOB SUMMARY:

Provides customer service by analyzing patron requests to determine needed information, and assists in providing or locating that information. Answers basic reference questions using library catalog, the Internet, and electronic resources. Issues library cards, collects fines and fees, uses automated materials sorting & checkout system and assists with shelving of materials.

MINIMUM QUALIFICATIONS:

- Must possess an Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Must be able to work Thursdays 6:00 pm – 9:00 pm & Sundays 12:00 pm - 5:00 pm.
- Must be able to lift up to 25 pounds and occasionally move up to 100 pounds.

SKILLS AND EXPERIENCE:

- Demonstrated knowledge of and skill in application of pertinent laws, codes and regulations; related library classification, cataloging and administrative systems.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Advanced skills in supervisory experience in a library environment and in effective communication with a wide variety of persons such as the public, staff and within the profession.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Demonstrated knowledge of use of related computer and media formats and systems; document research techniques, locating external resources and utilizing library exchange systems.

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