



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

Open: May 11, 2015
Closed: May 25, 2015

JOB POSTING
Library Assistant I
14 Hour Week / Part-Time
Days, Evenings & Weekend
\$12.09/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. Works in an environment which requires excellent customer service skills for internal and external customers. Assist with duties associated with the circulation of materials including processing, circulating and shelving materials.

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 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:

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