



## JOB POSTING

Applications Accepted  
Through September 26, 2016

<b>Position:</b>	<b>Library Assistant I</b>
<b>Department:</b>	Community Services / Library
<b>Employee Category:</b>	Part-Time
<b>Hourly Salary:</b>	\$12.58
<b>Work Schedule:</b>	Evenings and Weekend Days
<b>To Apply:</b>	Applications available on our website <a href="http://www.bedfordtx.gov/hr">www.bedfordtx.gov/hr</a> or at City Hall Building B – 2000 Forest Ridge Drive. <a href="#">Click here to apply.</a>

**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 customers. Assist with duties associated with the circulation of materials including processing, circulating, and shelving materials.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED; 1 to 3 months related experience and/or training; or equivalent combination of education and experience.
- Working knowledge of basic office machines.
- Must acquire a working knowledge of library classification (non-verbal) systems such as the 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, and good interpersonal skills.