



JOB POSTING

Applications Accepted
Until Filled

Position: Programming Assistant

Department: Library

Employee Category: Part-Time

Hourly Salary: \$15.90

Work Schedule: Wednesday Nights and Weekends

To Apply: Applications available on our website www.bedfordtx.gov/hr or at City Hall Building B – 2000 Forest Ridge Drive. [Click here to apply.](#)

JOB SUMMARY: Provides programs for all ages, information and reference services, readers advisory, and assists public in use of Internet, online catalog and databases. Innovative individual who is comfortable working with teens and technology is a must.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from a four-year college or university; or 1 to 2 years related experience and/or training; or equivalent combination of education and experience.
- A valid Texas Driver's License.
- Must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Must be able to effectively present information to different groups of people.

SKILLS AND EXPERIENCE:

- Working knowledge of related computer and media formats and systems and the Dewey Decimal Classification System.
- Demonstrated knowledge and skill in planning, creating and presenting age appropriate educational and entertainment programs for the public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Demonstrated knowledge of and skill in application of pertinent laws, codes and regulations; related library classification, cataloging and administrative systems; use of specialized computer and database systems; document research techniques, locating external resources and utilizing library exchange systems.