



JOB POSTING # 19-051

PART-TIME LIBRARY ASSISTANT

ROBERT J. KLEBERG PUBLIC LIBRARY

HOURLY RATE: \$ 10.20
Open Until Filled

Under general supervision processes newly purchased materials for public accessibility, shelves books and conducts a variety of clerical duties. Shelves all returned books and materials; conducts clerical and paraprofessional tasks which involve the application of standard library routines; performs other duties as assigned.

Training, Experience and/or other Requirements:

One (1) year of clerical experience involving extensive public contact. Computer experience required; knowledge of internet operations and MS Office programs such as Word and Excel; ability to use various office and audio-visual equipment; ability to carry 35 pounds, reach and bend to pick up and shelf materials.

Employee Behavior and Conduct:

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the public during emergency situations that threaten the safety of Kingsville's citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

Position require the following: High School diploma or equivalent and proof of eligibility to legally work in the U.S. The successful applicant will be required to pass a pre-employment physical examination, drug screen and background investigation.

Applications may be picked up at City of Kingsville-Human Resources, 400 W. King, Kingsville, Texas 78363. For information call 361-595-8017 or e-mail hadmin@cityofkingsville.com EOE.

Posted: May 15, 2019
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