



CITY OF WESLACO

JOB OPPORTUNITIES

Applications are being accepted for the following positions:

For application instructions Visit Our Web Site: www.weslacotx.gov

Click on the Human Resource link - Job Opportunities to download a copy of the application.

JOB ANNOUNCEMENT

Position Title: PT Circulation Clerk (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Library Job No. 1517	Salary Range: \$8.75 hour	Deadline: Open Until Filled
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JOB SUMMARY:

Employee will assist patrons with questions or concerns. Calls patrons with over due books. Files applications; answers phones. Calls for assistance with building maintenance problems. Assists with monthly reports. Assists with the Theater Complex programming and maintenance. Operates a cash register to collect fines and fees. Helps patrons with copy machine and scanning documents. The employee is expected to be familiar with or willing to be trained for shelving, materials check-out and check-in and other basic library functions. Special committee work as assigned, including but not limited to shelving, webpage or other interdivisional task or focus committees that may be created from time to time. Assists in planning and executing Summer Reading. Employee is required to perform all similar or related duties as required.

REPORTING RELATIONSHIP:

Reports to Assistant Library Director

Qualifications: A High School Diploma or GED Certificate is required. A minimum of one-three (1-3) year work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have a valid Texas Driver's License. Bilingual preferred but not required.

For More Information Contact:

City of Weslaco
Human Resources Department
255 S. Kansas Avenue
Weslaco, TX 78596

Or Call:

(956) 968-3181

Or Visit Our Web Site: www.weslacotx.gov

Email: hro@weslacotx.gov

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