



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: (4) Temporary Part-Time Circulation Clerks (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Library: Job No. 1545 Job No. 1546 Job No. 1547 Job No. 1548	Salary Range: \$8.75 hour	Deadline: Open Until Filled
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JOB SUMMARY:

Assists in planning and executing the Summer Reading Program (SRP). The SRP is the employees primary responsibility during the Summer Months. 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. Employee is required to perform all similar or related duties as required. Position is seasonal. Employment will begin in mid-May and end in mid-August.

REPORTING RELATIONSHIP:

Reports to Assistant Library Director

Special Requirements: Must have a valid Texas Driver's License.

Qualifications: A High School Diploma or GED Certificate is required. A minimum of one (1) 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. Employee may be required to work beyond normal business hours to attend evening meetings, workshops, Theater Complex programming.

COMPENSATION AND BENEFITS

There are no compensation and benefits for temporary part time positions.

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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