



## CITY OF WESLACO

### JOB OPPORTUNITIES

**Applications are being accepted for the following positions:**

**For application instructions Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

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

### JOB ANNOUNCEMENT

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|---|---|--|--|--|
| <b>Position Title:</b><br><b>Part-Time Circulation Clerk</b><br><b>(NON-EXEMPT)</b> | <b>EEOC Occupation Classification:</b><br><b>Paraprofessional</b> | <b>Library:</b><br><b>Job No. 1601</b> | <b>Salary Range:</b><br><b>\$8.75 hour</b> | <b>Deadline:</b><br><b>Open Until Filled</b> |
|---|---|--|--|--|

#### **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. Employee is required to perform all similar or related duties as required.

#### **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. Bilingual preferred but not required.

#### **COMPENSATION AND BENEFITS**

There are no compensation and benefits for 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](http://www.weslacotx.gov)

Email: [hro@weslacotx.gov](mailto:hro@weslacotx.gov)

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**HR POSTED-10/12/15**