



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

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| Position Title: (2) Part-Time Library Clerks (NON-EXEMPT) | EEOC Occupation Classification: Paraprofessional | Library: Job No. 1602 Job No. 1603 | Salary Range: \$8.75 hour | Deadline: Open Until Filled |
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JOB SUMMARY:

The Library Clerk assists patrons in accessing information and materials; create monthly library displays; and monitor the computers and assist computer users. Assists with the Theater Complex programming and maintenance. Employee is required to perform all similar or related duties. During the summer months the employee is primarily required to support the activities of the Summer Reading Program (SRP). Employee is required to perform all similar or related duties as required.

REPORTING RELATIONSHIP:

Reports to Public Services Supervisor

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

Email: hro@weslacotx.gov

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