



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) Part-Time Summer Reading Clerks - Seasonal (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Library: Job No. 1632 Job No. 1633 Job No. 1634 Job No. 1635	Salary Range: \$8.75 hour	Deadline: Open Until Filled
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JOB SUMMARY:

Employee collects fines; oversees and calls for overdue materials; assists patrons with questions for books (projects) and problems with computers. Employee assists with the Theater Complex programming and maintenance. Employee operates a cash register to collect fines and fees. During the summer months the employee is primarily required to support the activities of the Summer Reading Program (SRP). Employee assists with monthly reports. Employee is required to perform all similar or related duties. Employment will begin in mid-May and end in mid-August.

REPORTING RELATIONSHIP:

Reports to Assistant Library Director

Special Requirements: Valid Texas Drivers License or Texas ID

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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