



# City of Saginaw

## LIBRARY CIRCULATION ASSISTANT PART-TIME SEASONAL POSITION

333 West McLeroy  
P.O. Box 79070  
Saginaw, Texas 76179  
817-232-4640  
Fax 817-232-4644  
[www.ci.saginaw.tx.us](http://www.ci.saginaw.tx.us)

DATE: January 15, 2018

CLOSING DATE: Open until position filled

BEGINNING SALARY: \$10.00 per hour

WORK SCHEDULE: Seasonal  
May 17, 2018 – August 15, 2018 (13 weeks)  
Tuesday thru Saturday (varied hours)  
29 hours a week

### MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.  
EDUCATION: High School or equivalent.  
DRIVING: Must have a valid Texas Driver's License and maintain a good driving record  
EXPERIENCE: Minimum of two years general clerical and customer service work experience.  
Bilingual and previous library work experience preferred.

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMMODATION

### Applications packets are available:

In Person: City of Saginaw Human Resource Office, 333 West Mc Leroy Blvd., Saginaw, TX 76179  
Online: [www.ci.saginaw.tx.us](http://www.ci.saginaw.tx.us)

### LIBRARY ASSISTANT HIRING PROCESS

The hiring process may consist of any or all of the following: Written test (name finding and perception), typing test, personal interview, background and reference check, a physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and drug test. **We reserve the right not to employ any applicant.**

### NON-TOBACCO USERS PREFERRED NO SMOKING IN CITY BUILDINGS AND VEHICLES

### Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

**CITY OF SAGINAW  
JOB DESCRIPTION**

Job Title: Circulation Assistant  
Department: Library  
Temporary Part Time Position

Effective: 9-16-2010  
State Employment Commission Code: 8231  
Workers Compensation Number: 8838

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**Job Summary:**

Work is performed under the supervision of the Library Director and Circulation Manager. Performs library work of average difficulty. Provides public services and performs related work as required.

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**Essential Job Functions:**

Assists library patrons at the circulation desk in finding materials using the online catalog and Internet. Registers and renews patrons, files membership cards, enters information in the computer and makes the patron library cards. Collects money for fines, lost or damaged materials, other related charges and prints receipts. Check in periodicals and maintains periodical reference files. Provides basic technical assistance for workstations, printer, copier, and fax machine. Assists with some shelving of materials and shelf-reading. Identifies incorrectly shelved items. Pulls items for repair. Prints replacement barcodes and spine labels.

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**Other Job Functions:**

Update computer records, as needed. Assists with special projects. Performs other related tasks as assigned by Director and Circulation Manager. Performs various housekeeping duties as required to maintain library facility.

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**Required Education, Degrees, Certificates, and/or License:**

High school diploma or General Equivalency Diploma. College degree preferred.

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**Experience, Training, Knowledge, and Skills**

Minimum of two years general clerical and customer service work experience. Bilingual and previous library work experience preferred. Exceptional reading and comprehension skills are required. Must be able to provide strong customer service in a diverse public setting with people of all ages. Must be able to communicate clearly and concisely, orally, in writing and by phone. Must be able to lift 50 pounds, stoop, climb, and work in a standing position for a period of eight hours. Some knowledge of authors, books, and the Dewey Decimal System preferred. Experience using the Evergreen ILS preferred. Some experience using the Internet, and Microsoft Office Word, Excel, and PowerPoint required.