



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

DATE: January 22, 2019

CLOSING DATE: Open until position filled

BEGINNING SALARY: \$10.00 per hour

WORK SCHEDULE: Seasonal
May 16, 2019 – August 14, 2019 (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

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.**

All applications must be returned with:

1. Copy of valid Texas Driver's License or valid identification
2. Copy of Social Security Card
3. Authorization to Conduct Drug and/or Alcohol Testing Form
4. Authority for Release of Information and Waiver
5. Supplemental Work and Personal History Form (Page 1 and 2)
6. DPS Computerized Criminal History (CCH) Verification Form

Applications packets are available:

In Person: City of Saginaw Human Resource Office, 333 West Mc Leroy Blvd., Saginaw, TX 76179

Online: www.saginawtx.org

**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

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.

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.

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.

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

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

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.