



City of Saginaw

**LIBRARY
LIBRARY ASSISTANT – CIRCULATION
PART-TIME 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: 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, College degree preferred
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.
Library work experience preferred.

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

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 Wavier
5. Supplemental Work and Personal History Form (Page 1 and 2)
6. DPS Computerized Criminal History (CCH) Verification Form

Application packets are available:

Online: www.saginawtx.org

In Person: City of Saginaw Human Resources, 333 West McLeroy Blvd., Saginaw, Texas 76179

**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.

**PART TIME – 29 HOURS
EMPLOYEE BENEFITS**

SALARY: Salary ranges are designed to be competitive with industries and municipalities

RETIREMENT: Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%)

LONGEVITY: \$6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.

SERVICE AWARDS: Service pins awarded for each 5 years of service, a diamond added for Each additional 5 years

VACATION:

1 year	60 hours
1 year – 5 years	60 hours
5 years – 15 years	90 hours
15 years – 25 years	120 hours
25 years plus	150 hours

HOLIDAYS: New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day
2 Floating Holiday after 6 months

OTHER: Direct deposit

**CITY OF SAGINAW
JOB DESCRIPTION**

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

Effective: 01/05/2017
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, and in finding materials. Creates a friendly, welcoming, service-oriented atmosphere for library visitors. Creates new library cards, assembles welcome information, and enters patron information in the computer. Checks out materials to patrons. Checks in materials returned at the desk and in the book drop. Collects money for fines, fees, and other related charges. Provides basic technical assistance for computer workstations, printer, copier and fax machine. Shelves materials in assigned sections and as needed. Reads and straightens shelves to maintain order and neatness at all times. Maintains holds shelf and notifies patrons of items ready for pickup.

Other Job Functions:

Updates computer records, as needed. Creates replacement labels, as needed. Identifies items for repair/replacement. Cleans CD, DVD and Blu-Ray discs, as needed. Contacts patrons, as needed. Assists with special projects. Performs other related tasks as assigned by Director. 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 work experience. Library work experience preferred. Exceptional reading and comprehension skills are required. Must be able to work in a 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.