



**JOB ANNOUNCEMENT
LIBRARY ASSISTANT I
(PART-TIME)**

Under the direction of the Library Director, or designee, the Library Assistant I is responsible for assisting in the areas of public services, circulation, cataloging, technical services, occasional special projects, and other duties as assigned.

REQUIREMENTS:

- Minimum of a High School Diploma.
- Must be able to work a flexible schedule.
- Minimum of one year of office, library, filing, or customer service experience.
- Valid Texas Motor Vehicle License.
- Must be able to pass a background check, physical exam, and drug screening.

PREFERRED QUALIFICATIONS:

- Extra consideration will be given to applicants who have:
 - Library Science Degree, or in the process of obtaining a Library Science Degree
 - Bilingual

SALARY:

- \$15.45 per hour
- Part-Time (19-Hours weekly), Non-Exempt position.
- This position does not participate in Health and/or Retirement Benefits.

CLOSING:

Position open until filled.

APPLICATION:

Employment applications can be located on the city's website at www.leonvalleytexas.gov or can be picked up at City Hall located at 6400 El Verde Road, Leon Valley Texas, 78238. AA/EOE/ADA

Submit your Completed Application and Resume to Lisa Hernandez, Human Resources Director, to Leon Valley City Hall at 6400 El Verde Rd, Leon Valley, TX 78238, Email: l.hernandez@leonvalleytexas.gov, or Fax (210) 684-1515.