



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

Under the direction of the Library Director, or designee, the Library Assistant is responsible for assisting with the library's public services, circulation, cataloging, technical services, activities and events, occasional special projects, and other duties as assigned.

REQUIREMENTS:

- Minimum of a High School Diploma.
- Must be able to work a minimum of 19-hours per week.
- Must be able to work a flexible schedule, to include weekends, holidays, events.
- 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:

- \$17.45 per hour
- Part-Time (19-Hours weekly), Non-Exempt position.
- This position is not eligible to 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.