

CITY OF HONDO JOB OPPORTUNITY

LIBRARY AIDE – PART-TIME

The City of Hondo is accepting applications for a part-time Library Aide position. This position works under the direction of the Library Director.

The purpose of this position is to provide special library support services and stellar customer service to the public. This is accomplished through circulation, organizing, coordinating and researching books; crafts, preparing flyers and emails regarding special events, reviewing new book lists, creating the calendar of programs, hospitality and reception, cash handling responsibility, and working with school libraries. Other duties include data entry, ensuring daily deposits are processed properly and all duties of front circulation desk. A complete job description is available on the City of Hondo website at www.hondo-tx.org.

Applicants require the ability to read and understand written instructions, to understand simple processes and the routine operations of machines. Level of knowledge is equivalent to high school. Under and including one year of library experience or experience in a similar type of work.

Interested applicants may obtain an application at the City of Hondo Personnel Office, 1600 Avenue M, Hondo, TX, or by visiting the City of Hondo website at www.hondo-tx.org. This position is open until filled with the first candidate review on Wednesday, November 1, 2017. The City of Hondo is an equal opportunity employer.