


CITY OF BONHAM JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process.
Please call the Human Resources Department 903-583-7555 ext. 101 to request the assistance.

	<p>Date Posted: 08/17/2020 Closing Date: Open Until Filled Positions Open: 1</p> <p><i>Notice: The City of Bonham only accepts applications when we have advertised to fill vacancies. The City of Bonham does not accept applications at any other time. If you submit a resume without an employment application, you will not be considered for the position. Applications can be obtained at the Bonham City Hall or online at www.cityofbonham.org.</i></p>		
Position:	Library Aide	Job Status:	Part-Time
Department:	Public Library	Supervisor:	John Hayden
Salary:	\$9.73 (hourly) / 20 hours per week		
Duties:	<ul style="list-style-type: none"> • Provides customer service to patrons of all ages at service desk. • Ability to work with teens and technologies. • Provides assistance to patrons in using and locating library and computer resources. • Assists with specialized tours. • Performs work on computer systems such as OCLC and Atrium. • Monitors supplies and verifies accuracy of all shipment items and publications. • Collects money for late fees, copies, donated monies, and book sale. • Attends workshops and training sessions that deal specifically with assigned area. • Comply with all written City policies and procedures. • Adhere to assigned work schedule as outlined in City and department attendance policies and procedures. • Ability to stand for long periods of time. • Performs other duties as assigned. 		
Education:	<ul style="list-style-type: none"> • Minimum of high school diploma or G.E.D. certificate 		
Requirements:	<p>Minimum</p> <ul style="list-style-type: none"> • Excellent communication skills and organizational skills. • Proficiency with computers, popular library software, internet and digital communications. • Thorough ability to establish and maintain effective working relationships with superiors, associates, officials of other agencies, and the general public. • Must pass a drug screen and a background check. • Work varied shifts <p>Preferred</p> <ul style="list-style-type: none"> • Bilingual Spanish/English preferred. • Library experience preferred. • Knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, patron confidentiality, censorship, and other library ethical issues. 		
Overview:	<p>Under direct supervision, the purpose of this position is to perform a variety of clerical and computer duties, to assist library patrons in various areas of the library, and to administer library policies. Clerical duties may include time management of computer resources or Interlibrary Loan. Duties involving library patrons may include registration of patrons as computer lab users, providing programming for children of all ages, helping patrons locate materials, or coordinating volunteers. Responsibilities may differ according to assigned area.</p>		