


# 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><b>Date Posted: April 1, 2022</b>  <b>Closing Date: Open Until Filled</b>  <b>Positions Open: Summer Library Aide (Intern)</b></p> <p><i><b>Notice:</b> 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 <a href="http://www.cityofbonham.org">www.cityofbonham.org</a>.</i></p>		
<b>Position:</b>	Summer Library Aide	<b>Job Status:</b>	Seasonal
<b>Department:</b>	Bonham Public Library	<b>Supervisor:</b>	Debbie Green
<b>Salary:</b>	\$9.73 hourly, one position available for 20-30 hours per week.		
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Provides customer service to patrons of all ages at service desk.</li> <li>• Ability to work with teens and technologies.</li> <li>• Provides assistance to patrons in using and locating library and computer resources.</li> <li>• Assists with specialized tours.</li> <li>• Performs work on computer systems such as OCLC and Atrium.</li> <li>• Monitors supplies and verifies accuracy of all shipment items and publications.</li> <li>• Collects money for late fees, copies, donated monies, and book sale.</li> <li>• Attends workshops and training sessions that deal specifically with assigned area.</li> <li>• Comply with all written City policies and procedures.</li> <li>• Adhere to assigned work schedule as outlined in City and department attendance policies and procedures.</li> <li>• Ability to stand for long periods of time.</li> <li>• Performs other duties as assigned.</li> </ul>		
<b>Education:</b>	<ul style="list-style-type: none"> <li>• Based on years of age.</li> </ul>		
<b>Requirements:</b>	<p><i>Must be at least 15 years of age.</i></p> <p><i>Minimum</i></p> <ul style="list-style-type: none"> <li>• Excellent communication skills and organizational skills.</li> <li>• Proficiency with computers, popular library software, internet and digital communications.</li> <li>• Thorough ability to establish and maintain effective working relationships with superiors, associates, officials of other agencies, and the general public.</li> <li>• Must pass a drug screen and a background check.</li> <li>• Work varied shifts</li> </ul>		
<b>Overview:</b>	<p>Seasonal employee to work all or parts of April, May, June, July, and August 2022.</p> <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>		