



**EMPLOYMENT OPPORTUNITY
WITH THE
CITY OF LA MARQUE**

POSITION AVAILABLE: Library Assistant

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| GENERAL DESCRIPTION: | Under the direction of the Library Director, the Library Assistant provides extensive customer service as well as support services for overall library operation and administration. Duties include checking books in and out, shelving and shifting library materials, processing applications for new members, processing interlibrary loan requests and answering the phone. |
| MINIMUM TRAINING/EXPERIENCE: | <ul style="list-style-type: none">• Graduate from High School or equivalent• 2 years clerical experience, preferably in a public library• Strong customer service skills |
| SALARY: | \$11.75 per hr. |
| DEADLINE: | Until filled |

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org. The City of La Marque is an Equal Opportunity Employer (EOE). Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below or faxed to 409-935-0401.

**City of La Marque
1111 Bayou Road
La Marque, Texas 77568**