

Job Title	Library Service Specialist
Employer/ Agency	Houston Public Library
Job Description	<p><u>Job duties for the position include:</u></p> <ul style="list-style-type: none"> • Interacting with customers at the customer service desk to find basic information and retrieving library materials; • Creating and maintaining relationships with Social Services agencies who can help library customers in need as well as periodically arrange for staff training on related topics. • Identifying customers who need assistance with housing, health and other social services & providing referrals. • Facilitating the use of the public computers and troubleshooting technology-related issues; • Retrieving library materials for customers and shelving returned materials; • Possessing a strong working knowledge of Microsoft operating system and software and have knowledge of other Internet software and media applications, digital technologies, android and other software; • Working at least one evening and a weekend (Saturday and Sunday) rotation. • Other administrative and reporting duties as assigned.
Qualifications	<p><u>EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree.</p> <p><u>EXPERIENCE REQUIREMENTS</u> No experience is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.</p>
Salary/Hours	\$14.09 - \$16.09 Hourly
Employer/Agency	Houston Public Library
City, State, Zip	Houston, TX
Application Method	Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: www.houstontx.gov . To view your detailed application status, please log-in to your online profile by visiting: http://agency.governmentjobs.com/houston/default.cfm or call 832-393-1439.
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.