

TUSCALOOSA PUBLIC LIBRARY

JOB POSTING

Title of the position:

Temporary Library Assistant

Department:

Weaver Bolden

Status:

Temporary (May 22, 2017-July 31, 2017)

Schedule:

Day, evening, and weekend hours. *Schedules will be adjusted in response to changing operational needs.*

Benefits:

Not Eligible

Salary:

\$8.60 per hour

Reports to:

Weaver Bolden Branch Manager

Supervisory Responsibility:

None

Position Summary:

The Library Assistant provides assistance for all aspects of summer reading. This includes but is not limited to creating and implementing programming, data entry and assisting groups and patrons.

Physical Requirements:

The physical requirements are typical of an office environment and include sitting, standing, bending, walking, reaching, pushing/ pulling carts weighing over 100 lbs., lifting items weighing up to 50 lbs. and looking at a computer screen for long periods.

Minimum Qualifications:

- High school diploma or GED, with some post-secondary education preferred
- One (1) – two (2) years previous experience providing customer service to the general public
- One (1) – two (2) years previous experience working with children
- A valid driver's license

Submit cover letter, resume, and completed Tuscaloosa Public Library application to K. Thompson, HR Manager, at 1801 Jack Warner Pkwy, Tuscaloosa AL 35401.

Applications will be reviewed as received. Position closes May 17, 2017.

All offers of employment are contingent upon reference and background clearances to include: Criminal, Driving and Central Registry Check for Child Abuse and Neglect.

The Tuscaloosa Public Library (TPL) is an equal opportunity employer and does not discriminate in any aspect of employment based upon race, color, sex, age, gender, religion, national origin, citizenship, military/veteran status, marital status, political preference, sexual orientation, genetics or disability.