

## TUSCALOOSA PUBLIC LIBRARY

### JOB POSTING

**Title of the position:**

Temporary Library Assistant

**Department:**

Children's

**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:**

Associate Director of Youth & Community Services

**Supervisory Responsibility:**

None

**Position Summary:**

The Library Assistant provides service to library patrons by assisting them with material requests, checking materials in and out, processing library card applications, sorting/ shelving and locating materials, answering the phone, data entry, providing computer assistance, inspecting returned materials for damage, and processing damaged materials appropriately.

**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
- 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 19, 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.**