

**TUSCALOOSA PUBLIC LIBRARY
JOB POSTING**

Title of the position:
Library Associate

Department:
Youth Services

Status:
Part-time Non-Exempt – 19 hours per week

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

Benefits:
Not Eligible

Salary:
\$10.00 per hour

Reports to:
Associate Director of Youth and Community Services

Supervisory Responsibility:
None

Position Summary:
The Library Associate assists patrons with routine service including locating materials, processing material requests, and assisting with computer usage. The Library Associate also creates bibliographies, leads programming, and maintains assigned collection area.

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:

- A Bachelor's degree or an Associate's Degree combined with two years of relevant experience; or a combination of education and experience equivalent to these requirements
- 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 August 11, 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.