



CITY OF VESTAVIA HILLS
Vestavia Hills Library in the Forest
POSITION VACANCY—PAGE, PART-TIME

DESCRIPTION

Primary responsibilities occur in the Adult and Children’s Departments. Work is performed under the general supervision of the Teen Department Head with some latitude for independent judgment within established guidelines. Work involves organizing, shelving, and retrieving library materials, working closely with the public and assisting in the daily operations of the Adult, Teen, Circulation, and Children’s Departments.

EXAMPLES OF WORK

Responsible for retrieving, sorting, and accurately shelving materials and performing clerical duties as needed. Duties also include check-in/check-out of materials, reading shelves to assure that books and other materials have been properly reshelved and inspecting library materials for damage. Other duties may be assigned as needed by a Department Head and/or the Library Director.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Applicant should possess a general knowledge of libraries and books. Physical requirements include the ability to stand for long periods; the strength to lift up to 25 pounds and to push and maneuver loaded book trucks weighing 100 pounds or more. Applicant should have the ability to stoop, stretch, bend, twist, and turn to move materials from place to place in the library. Visual abilities include being able to clearly read spine labels on books and ability to read and understand information from a PC monitor. Must be able to work with minimal instruction and supervision and have the ability to establish and maintain effective relationships with associates and with the public.

EDUCATION AND EXPERIENCE

Minimum education requirement: completion of high school.

HOURS AND SALARY

Starting salary: LPT 1 / Step 1 with \$11.76 hourly. Position requires 19 hours per week including working nights and rotating weekends. Employee may be required to adapt to future schedule

changes depending upon library needs.

TO APPLY

Application is attached. Deadline for submitting the application and resume via email to Daniel Tackett (daniel.tackett@vestavialibrary.org) is Wednesday, January 20, 2021 at 5:00 pm. No phone calls, please. Qualified applicants may be contacted for an interview. Applicant must pass a drug test and background check. Position available immediately.