



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

DESCRIPTION

Primary responsibilities occur in the Adult and Children's Departments. Work is performed under the general supervision of the Deputy Director 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 in the library's Departments. Primary duties 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. Duties also comprise assisting in other Departments, including covering public service desks, planning and assisting with library programs, and collection management. 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 the ability to clearly read spine labels on books and the ability to read and understand information from a PC monitor. Applicant should have general knowledge of computer programs and the ability to learn new applications as needed. Must be able to work with minimal instruction and supervision and to establish and maintain effective relationships with associates and with the public.

EDUCATION AND EXPERIENCE

Sixty (60) credit hours of college work at an accredited, Liberal Arts College or university preferred.

Two to three years of progressive, responsible related experience or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential job functions. Previous library experience preferred.

HOURS AND SALARY

Starting salary: LPT 2 / Step 5 with \$15.17 hourly. Position requires 15 hours per week including working a night 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 Tuesday, October 5, 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.