

# CITY OF VESTAVIA HILLS

Vestavia Hills Library in the Forest

## POSITION VACANCY— CHILDREN’S SERVICES CLERK

## Full Time Position

**DESCRIPTION**

Work is performed in the Children’s Department under the general supervision of the Children’s Department Head, with some latitude for independent judgment within established guidelines. The job requires judgment based on knowledge of procedures and policy learned under direct onsite supervision by the professional staff. Work also includes any and all clerical tasks pertaining to the operation of the department. Job requires maintaining library materials,

patron assistance, shelving materials and some storytelling.

**EXAMPLES OF WORK-**primary responsibilities are in the Children’s Department. Duties include: assisting patrons in finding books and other materials, requesting materials from other libraries for patrons as requested, shelving materials, assisting in planning and implementing programming, planning and implementing programming for tweens, maintaining the Children’s section of the website and any other duties required to maintain the department.

**DESIRABLE KNOWLEDGE AND SKILLS**

Applicant should possess knowledge of library operations and the circulation system, excellent communication and clerical skills, ability and willingness to give attention to details and to ask questions when unsure, knowledge of business English, spelling and math, ability to understand and follow oral and written directions, knowledge of departmental rules, regulations, procedures and functions, and knowledge of computer applications including hardware and software related to performance of the essential functions of the job. 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. Applicant must also be able to handle irate patrons in a diplomatic manner. Applicant should be comfortable planning and implementing programs for a variety of ages **or** have a desire to learn and be willing to be trained.

**EDUCATION AND EXPERIENCE**

Sixty (60) credit hours of college work at an accredited, Liberal Arts College or university are 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 functions of the job. Experience working with children desired.

**HOURS SALARY AND BENEFITS**

Starting salary $39,104 annually. Excellent benefit package. Full time schedule may include working one night per week, one weekend per month, or as needed.

**TO APPLY**

Application is attached. Deadline for submitting the application and resume via email to April Moon (april.moon@vestavialibrary.org) is Tuesday, April 30, 2024 at 6:00 pm. No phone calls please. Qualified applicants may be contacted for an interview. Applicants who are invited to interview should be prepared to discuss a program idea prepared for tweens. Please be prepared to submit a college transcript at the time of the interview. Position available immediately.