

# CITY OF VESTAVIA HILLS

Vestavia Hills Library in the Forest

## POSITION VACANCY— CHILDREN’S SERVICES CLERK PART-TIME (TEMPORARY)

**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 supervision by the professional staff. Work also includes any and all clerical tasks pertaining to the operation of the department. Job requires assisting patrons, assisting in programs, maintaining library materials in an orderly fashion, preparing materials for shelving and shelving materials in the absence of a page.

## EXAMPLES OF WORK

Primary responsibilities are in the Children’s Department. Duties include but are not limited to: assisting with programs, both on-site and outreach, working closely with children, assisting patrons in finding books and other materials, requesting materials from other libraries for patrons as requested, preparing books for shelving, shelving materials when needed, maintaining the order of the shelves, processing materials for shelves, inspecting returned materials for damage, performing opening and closing procedures as required for the department. May perform other related duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Applicant should possess knowledge of library operations, 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 current information technology, internet, and database search capabilities; knowledge of computer applications including software related to the performance of the essential functions of the job, and demonstrate excellent interpersonal skills, specifically with children (birth-grade 6). Must be able to work with minimal instruction and supervision and have the ability to establish and maintain effective relationships with associates and the public. Applicant must also be able to handle irate patrons in a diplomatic manner. Essential and marginal functions require maintaining physical condition necessary for standing for prolonged periods of time; ability to carry a bag/box of books and materials, push a book cart with 50 pounds of weight and eye sight to read a computer screen. Must have a valid Alabama driver’s license.

## EDUCATION AND EXPERIENCE

High school graduate and some college 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.

## HOURS AND SALARY

Starting salary: Grade LPT1/1 at $13.36 per hour. This is a temporary, 11 week position during the months of late May through early August. Position available to work 32 hours biweekly. Schedule needs are flexible. There are two temporary positions open.

## TO APPLY

Application is attached. Deadline for submitting the application and resume via email to April Moon (april.moon@vestavialibrary.org) is Friday, May 3, 2024 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 late May 2024.