

Job: Mamie's Place Library Assistant II
Department: Children's Library Mamie's Place
Pay Grade: Grade 6 Step 1 \$9.07
Hours: Monday –Thursday 9:00am – 6pm
Friday 9:00 – 5:00
Saturday 9:00 – 1:00 (rotations)

Summary:

This position involves the application of standard library techniques, circulation, cataloging, reference, and research. Reports to the Library Director.

Primary Responsibility:

- Perform duties requiring the application of standard library techniques and procedures and typical area of assignment to include circulation, cataloging, reference, research, and audio/video circulation
- Answer reference questions for patrons and perform reader's advisory services
- Assist and guide patrons in the use of electronic resources
- Prepare bulletin boards, exhibits and displays
- Maintain book inventory, audio/video collection and repair
- Assist public in selection and use of audio-visual materials and equipment
- Open/Close Library
- Attend continuing education classes and seminars as required
- Perform other job related task and duties as assigned

Job Requirements:

Graduated from an accredited high school or hold a GED. Preferred one year of experience in library work or a combination of education and experience equivalent to these requirements. Must have the ability to use automated library systems and other forums of technology.

Posting Dates: 11/21/2016 – 11/29/2016

City Employees interested in this position should contact Tammy Walker at 256-329-6782. Seniority alone will not be the determining factor. Probationary Employees are not eligible to apply. Applicants must meet all requirements. External applicants can come to City Hall to fill out an application.

The City of Alexander City is an Equal Opportunity Employer