TUSCALOOSA PUBLIC LIBRARY
JOB POSTING

Title of the position:
Library Associate

Department:
Circulation

Status:
Full-Time – Non-Exempt - 40 hours per week.

Schedule:
Flexible. Day, evening, and weekend hours. Schedules may be adjusted in response to changing operational needs. Evenings and weekends required.

Benefits:
Eligible for full benefits- Health, Vision, and Dental Insurance, Flexible Spending Account with Health & Dependent Care Option, Life and Supplemental Insurance, Alabama State Employee’s Retirement System, RSA 1 (Deferred compensation plan), Employee Assistance Program (EAP), paid holidays, 10 vacation days after the first year (increases with years of service), and 12 sick days per year.

Salary:
$10.00 per hour

Reports to:
Circulation Supervisor

Supervisory Responsibility:
None

Position Summary:
The key areas of responsibility for the position include: providing service to library patrons by assisting them with routine book/material requests, including circulation; locating materials; answering the phone; and data entry.

Physical Requirements:
The physical requirements are typical of an office environment and include sitting, standing, bending, walking, reaching, pushing/pulling carts weighing over 100 lbs., lifting items weighing up to 25 lbs. and looking at a computer screen for long periods.

Minimum Qualifications:
- Bachelor’s Degree or an Associates’ Degree with three (3) years related experience in a library, book store or other similar setting.
- Previous experience or training involving providing customer service to general public and work leadership experience preferred.
- A valid driver’s license.

Submit cover letter, resume, and completed Tuscaloosa Public Library application to Kalandria Thompson Human Resources Coordinator, 1801 Jack Warner Pkwy, Tuscaloosa AL 35401.

Applications will be reviewed as received. Position open until filled.

All offers of employment are contingent upon reference and background clearances to include: Criminal, Driving and Central Registry Check for Child Abuse and Neglect.

The Tuscaloosa Public Library (TPL) is an equal opportunity employer and does not discriminate in any aspect of employment based upon race, color, sex, age, religion, national origin, citizenship, military/veteran status, marital status, political preference, sexual orientation, genetics or disability.