Title of the position: Library Associate

Department: Circulation

Status: Non-Exempt - Part Time (less than 20 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: Not eligible for benefits

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 customers of all ages including children, by assisting them with routine book/material request, including circulation; locating materials; answering the phone; providing computer assistance; 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:
- Associates’ Degree or Bachelor’s Degree
- Two (2) – three (3) years previous experience providing customer service to general public required.
- A valid driver’s license.

Submit cover letter, resume, and completed Tuscaloosa Public Library application to K. 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.