



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** General Public

**TITLE:** Youth Services Librarian

**LOCATION:** Burch Library

**OPENING DATE:** February 27, 2017

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN17-06LB

**SALARY RANGE:** \$40,051 (DOQ) with *excellent benefits package*

**FLSA STATUS:** Non-exempt

**\*\*This position may require evening and weekend work.**

**PRIMARY FUNCTION:** The purpose of this classification is to assist upper management in directing the youth services library programs and in the supervision of workers engaged in the day to day operations of the Youth Services department.

**QUALIFICATIONS:** A Master's Degree from an American Library Association accredited college with major course work in Library Science; supplemented by three (3) years previous experience and/or training in youth library services, literature and reference resource, at least one (1) of which must have been in a supervisory capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**SPECIAL REQUISITES:** Excellent written and verbal communication skills, including presentation skills. Knowledge of Internet search tools, online reference sources, Microsoft Windows and Office applications, and related technologies is required. Knowledge of electronic resources including mobile technologies, social media and downloadable E-books is strongly preferred.

**LICENSES:** Must possess and maintain a valid Driver's License.

**NOTES:** Tasks require the ability to perform moderately physically demanding work which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (up to 50 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Full job descriptions are available upon request. Please call 901-457-2296.**

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

**WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.**

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

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THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.