



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** General Public

**TITLE:** Reference Associate Youth Services

**LOCATION:** Burch Library

**OPENING DATE:** March 7, 2017

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN17-12LB

**SALARY RANGE:** \$24,799 (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 provide a reference services to patrons in the day to day operations of the department. Develop and implement children's, teen and family programs and activities, such as story times for babies, toddlers and preschools, and school age youth, family events.

**QUALIFICATIONS:** A degree from an accredited college with major course work in library science or a related field; supplemented by two (2) years previous experience and/or training in personal computer operations, office management, office administration, customer service, record management, and area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**SPECIAL REQUISITES:** Previous work experience with children and/or youth 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.