



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** General Public

**\*\*\*This is a part-time position requiring 11 hours of work per week. May be required to work evenings and weekends.**

**TITLE:** Library Assistant

**LOCATION:** Burch Library

**OPENING DATE:** December 11, 2017

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN17-64LB

**SALARY RANGE:** \$12.00/hour

**FLSA STATUS:** Non-exempt

**PRIMARY FUNCTION:** The purpose of this position is to provide a range of basic library customer support services related to the acquisition, cataloging, and maintaining of library materials.

**QUALIFICATIONS:** Requires a High School Diploma or GED; supplemented by one (1) year of previous experience and/or training in 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:** Must have the flexibility to work evenings and weekends to meet required staffing levels of the Library.

**LICENSES:** Must obtain a valid driver's license within six (6) months of hire date and maintain throughout employment.

**NOTES:** Tasks require the ability to exert 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.

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:** Submit an original Town of Collierville application to the following address:

Human Resources  
500 Poplar View Parkway  
Collierville, TN 38017

Applications are available to download at [www.collierville.com](http://www.collierville.com) under Employment Opportunities, or you may obtain one from our Human Resources Office. Applications must be submitted either by mail or in person to the above address. The Human Resources Office is open Monday – Friday, from 8 a.m. – 5 p.m. We are unable to accept faxed or emailed applications

**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.