



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** General Public

**\*\*\*This is a part-time position requiring 20 hours of work per week. Evening and weekend work may be required.**

**TITLE:** Circulation Associate

**LOCATION:** Burch Library

**OPENING DATE:** June 12, 2017

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN17-27LB

**SALARY RANGE:** \$12/hour

**FLSA STATUS:** Non-exempt

**PRIMARY FUNCTION:** The purpose of this position is to provide a variety of customer service and circulation services to patrons in the day to day operations of the library.

**QUALIFICATIONS:** A degree from an accredited college with major course work in Library Science or related field; supplemented by one year of 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 position.

**SPECIAL REQUISITES:** None.

**LICENSES:** Must possess and maintain a valid driver's license.

**NOTES:** Tasks may require 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 also involve extended periods of time spent 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.