TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Reference Associate – Youth Services

LOCATION: Burch Library

OPENING DATE: September 23, 2020

CLOSING DATE: Until Filled

JOB NUMBER: JN20-54LB

Class Code: TBA

SALARY RANGE: $14.00/hour with *limited benefits package*

FLSA STATUS: Non-exempt

****PLEASE NOTE: This is a part time position requiring 20 hours per week. A combination of day, night, and weekend work may be required to ensure proper coverage during open hours.**

PRIMARY FUNCTION: The purpose of this classification is to provide a variety of reference and research services to patrons in the day to day operations of the department.

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: Work experience in a library setting preferred.

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

NOTES: This position requires the ability to lift, push/pull, and carry materials up to 50 lbs.; to stand, sit and walk for up to five hours per day; and to climb, kneel, crouch and crawl. Tasks may involve extended periods of time at a keyboard or work station. Must be able to pass a work-related physical and drug test.

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 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.

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.