



## TOWN OF COLLIERVILLE POSITION VACANCY

**OPEN TO:** General Public

**TITLE:** Circulation Associate

**LOCATION:** Burch Library

**OPENING DATE:** September 24, 2020

**CLOSING DATE:** Until Filled

**JOB NUMBER:** JN20-55LB

**SALARY RANGE:** \$13.00 per hour (DOQ) with *limited benefits package*

**FLSA STATUS:** Non-exempt

**\*\*\* This is a part time position requiring 20 hours per week. Some evenings and weekends are required.**

**PRIMARY FUNCTION:** The purpose of this classification is to provide a variety of customer service and circulation 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 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.

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

**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 work station. Must be able to pass a work-related physical and drug test. Some evening hours will be required.

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.