

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

POSITION TITLE: **Assistant Librarian**
JOB STATUS: **Full Time**
PAY RANGE: **\$31,865.60 - \$55,577.60**

ANTICIPATED START DATE: Following successful completion of the background check and drug screen

SYNOPSIS: This full-time position consists of advanced public, clerical, and/or bookkeeping work involving complex and varied duties, including the supervision of personnel. The assistant librarian assists the director and assistant director in planning and managing all activities of the library. Employees in this category may be put in charge of areas of responsibility such as cataloging, overdues, inventory, children's services, and/or young adult services. Incumbent works under the general supervision of the Assistant Director.

QUALIFICATIONS:

- Must be a graduate from an accredited high school, or hold a certificate of high school equivalency (GED). Bachelor's degree preferred but not required;
- Must have skills in typing and computer knowledge necessary to perform the essential functions of the position;
- Must have supervisory experience at a reasonable level;
- Must have extensive progressive experience in work involving meetings and dealing with the public;
- Must have experience in public library operations;
- Must be willing to work non-standard hours and overtime as required;
- Must be willing to travel overnight to attend continuing education courses and workshops;
- Must be physically able to perform the essential functions of the position;
- Possess a valid driver's license and a driving record suitable for insurability.

ESSENTIAL JOB FUNCTIONS

- Supervise assigned personnel to include job assignment, safety supervision, and inspection of work performed in absence of the director, assistant director, and librarian;
- Assist in planning, implementing, and maintaining the departmental budget;
- Recommend programs, policies, and changes; facilitate supervision of library personnel;
- Assist in providing information and opinions, orally and in writing, regarding matters under consideration by the board and city government;
- Assist in conducting research and preparing information for federal grants and in the implementation and administration of grants;
- Assist in the development and/or implementation of new jobs, projects, or functions;
- Perform collection development and materials processing duties;
- Fill in at circulation desk; operate computer; issue patron cards; assist patrons; explain library order and guidelines; reserve books; collect deposits; and assist patrons with genealogy research, order supplies and materials, complete requisitions, plan special events, plan Summer Reading Program, plan monthly story-time, and plan monthly book club;

City of Pell City
1905 1st Avenue North
Pell City, AL 35125
205-338-2244

- Assist the Pell City Library Guild and Imagination Library in various activities and projects;
- Perform other job-related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of library policies, procedures, and rules of operation;
- Extensive knowledge of the governmental systems of departmental budgeting and the ability to develop, submit, and maintain an annual budget for library operations;
- Knowledge of Library Atrium software;
- Skill in accounting and finance to complete required reports and administer federal grants;
- Ability to communicate information to the Director, Mayor, Library Board, City Manager, and other necessary contacts.
- Ability to promote effective public relations with regard to library operations;
- Ability to manage personnel; maintain discipline; accept lines of authority; promote harmony; and cooperate with other officials;
- Ability to promote public interest through the use of programs and acquisition of materials;
- Ability to effectively represent the City of Pell City in the role of Assistant Librarian.

BENEFITS AVAILABLE FOR FULL TIME POSITION

- BCBS Health/Dental (single coverage paid by City)
- EMC Life Insurance (paid by City)
- Retirement through RSA (with a City match)
- Vision Plan
- AFLAC
- Sick leave (accrued when paid bi-weekly)
- Vacation (after successfully completing 1 year probation)
- Direct Deposit
- Paid Holidays

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. This position will remain open until filled.
2. A complete file consists of:
 - A current City of Pell City employment application
 - Current resume [Note: Resume, when required, should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
3. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants. Applications received after the deadline or incomplete applications will not be considered.
4. The applicant may be required to submit employment verifications from current and prior employers prior to a job offer being made.
5. Application forms may be downloaded at our website: www.Pell-City.com or City Hall, and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Email: PC_HR@cityofpellcity.net Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.