

**City of Pell City**  
**1905 1<sup>st</sup> Avenue North**  
**Pell City, AL 35125**  
**205-338-2244**

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**VACANCY NOTICE**

**POSITION TITLE:**    **Library Clerk**

**JOB STATUS:**        **Part Time**

**Starting Range:**    **\$11.20 - \$12.67 (Mon, Wed., & Friday 12 pm-6 pm, and Sat 9 am-2 pm)**

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

**SYNOPSIS:**    This part-time position involves the application of standard library techniques; circulation, cataloging, reference, filing books, and research. Incumbent works under the general supervision of the Assistant Library Director.

**QUALIFICATIONS:**

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED);
- Preferably a minimum of one (1) year of experience in library work, or a combination of education and experience equivalent to these requirements;
- Must be physically able to perform the essential functions of the position;
- Must possess computer skills necessary to perform the essential functions of the position;
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.

**ESSENTIAL JOB FUNCTIONS:**

- Perform duties requiring the application of standard library techniques and procedures and typical areas of assignment to include circulation, cataloging, reference, research, and audio/video circulation.
- Answer reference questions for patrons and perform readers' advisory services.
- Assist and guide patrons in the use of electronic resources.
- Assist patrons in the selection and location of books and other library materials.
- Prepare bulletin boards, exhibits, and displays.
- Maintain book inventory, adult audio/video collection, and repair.
- Assist patrons in the use of computers.
- Assist the public in the selection and use of audio-visual materials and equipment.
- Operate the library's automated check-in/out; collect and post all money; attend continuing education classes and seminars as required.
- Perform other job-related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Some knowledge of professional library principles, methods, materials, and practices.
- Some knowledge of books and authors, periodicals, and reference media.
- Ability to use automated library systems and other forms of technology.
- Ability to conduct on-line searching and use of other office automation tools.
- Ability to establish and maintain effective working relationships with other employees and library patrons.

**BENEFITS AVAILABLE FOR PART TIME POSITION**

- Retirement through RSA (with a City match)

### **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]
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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. Applicant may be required to submit employment verifications from current and prior employers before a job offer is made.
5. Application forms may be downloaded at our website: [www.Pell-City.com](http://www.Pell-City.com) or City Hall and should be returned to:

City of Pell City  
Human Resources  
1905 1<sup>st</sup> Avenue North  
Pell City, AL 35125  
Email: [PC\\_HR@cityofpellcity.net](mailto: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.

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**WEBSITE: [www.Pell-City.com](http://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.*