

HAWKINS COUNTY LIBRARY SYSTEM JOB OPENING AT CHURCH HILL PUBLIC LIBRARY

POSITION – LIBRARY ASSISTANT I

Under the general supervision and direction of the Branch Manager, Librarian Assistant I will perform basic library services and work both independently and with other staff to execute small to large initiatives. Job requires 12-16 hours weekly.

DUTIES AND RESPONSIBILITIES

- Works circulation desk by checking in/out materials, creating reports, pulling materials, and processing items.
- Shelves material and reads stacks.
- Provides reference and reader's advisory assistance in person and by phone.
- Creates displays that provides enjoyable and convenient use of library resources.
- Communicates often and effectively with Branch Manager, other staff, and the public.
- Provides equitable and excellent customer service to all.
- Conduct or assist library programming.
- Uses technology for creating documents, communicating with the public, attending training, and assisting patrons in locating materials and information.
- Provides technology assistance to patrons.
- Competent and comfortable at all branch services.
- Understands the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement, recognizing that freedom of access is a fundamental tenet of a public library.
- Follows all legal and policy requirements related to patron privacy and custodianship of patron records and information.
- Adheres to Title VI rules and non-discrimination policies regarding employees and the public.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Adept at understanding and adapting to new technology; skilled at guiding others in the use of technology.
- Demonstrated success building and maintaining excellent interpersonal relationships and commitment to achieving shared goals.
- A commitment to a high level of customer services and patron satisfaction.
- Excellent communication skills; both verbal and written.
- Proficiency in MS Office Suite including Excel, Word, and PowerPoint.
- Accepts accountability for one's actions.
- Ability to count money, make change, enter payments, and generate receipts.
- Ability to work in a self-directed environment with minimal guidance.
- Excellent organizational, time management, and problem-solving skills.
- Able to work a flexible schedule including weekdays, evenings, and weekends.

MINIMUM QUALIFICATIONS

- Must be 18 years of age and have a high school diploma.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.

- Must be able to lift 40lbs regularly.
- Must possess a positive attitude, be punctual and reliable, follow directions, and have ability to communicate effectively with the public and other employees.
- Must be able to travel to other locations within Hawkins County and Northeast TN to perform work, and/or attend work-related meetings, workshops, or conferences.
- Must possess basic computer skills and be willing to learn more advanced skills as needed.
- Must have some work experience and be able to give references to previous employer.
- Previous experience with the public desired.
- Position requires the abilities to read, see, and hear as well as the ability to analyze information and pay attention to detail.

SELECTION PROCESS

- Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview.
- HCLS reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

APPLICATION PROCESS

To be considered for this position, applicants must:

- **Submit an HCLS Application** (can be picked up in the library or found [here](#)), along with a
- **Cover Letter** and a
- **Resume**
- Place required documents in a sealed envelope and **Mail to:**
 Church Hill Public Library
 Attention Branch Manager
 Library Assistant Position
 PO Box 37
 Church Hill, TN 37642
- **Applications** must be received no later than **August 20, 2021**.

Materials can also be submitted by emailing required documents in Word or PDF format to danaparker@hawkinslibraries.org with the Subject Line "Library Assistant Position".

Only candidates with complete applications and who meet the minimum qualifications of the position will be considered.