

## **HAWKINS COUNTY LIBRARY SYSTEM JOB OPENINGS**

Hawkins County Library System seeks qualified applications for the position of Library Substitute. Library Substitutes work on an as needed basis at the three branches located in Church Hill, Rogersville, and Surgoinsville.

### **POSITION – LIBRARY SUBSTITUTE**

Under the general supervision and direction of the Branch Manager, Librarian Substitutes perform basic library services on an as needed basis. There are no guaranteed hours for this position, however, substitutes with flexible hours may be asked to work several days per week on occasion.

### **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.
- 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.
- 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.
- A commitment to a high level of customer services and patron satisfaction.
- Excellent communication skills; both verbal and written.
- Accepts accountability for one's actions.
- Ability to count money, make change, enter payments, and generate receipts.
- 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 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 to perform work, and/or attend work-related meetings.
- Must possess basic computer skills.

- Must have some work experience and be able to give references to previous employer.
- Previous experience in libraries and 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 Substitute  
PO Box 37  
Church Hill, TN 37642
- **Applications** must be received no later than **August 27, 2021**.

Materials can also be submitted by emailing required documents in Word or PDF format to [danaparker@hawkinslibraries.org](mailto:danaparker@hawkinslibraries.org) with the Subject Line "Library Substitute Position".

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