

The Town of Signal Mountain is seeking an individual for part-time employment as a clerk at the Signal Mountain Library.

Position Summary: Under the direction of the Librarian, responsibilities include assisting in projects, performing circulation desk duties, assisting the public, shelving materials, answering the telephone, processing and recording fines and other duties as assigned. Applicants should possess a working knowledge of libraries, excellent record-keeping skills and an ability to establish and maintain a positive working relationship with the public.

Applicants should be able to work on some Saturdays and be flexible about filling in when other employees are out. We are also looking for someone with excellent computer skills, technology knowledge and familiarity with social media to help us keep our presence up to date on our website and facebook page.

Applications may be obtained by mail, by calling 886-2177 or online at www.signalmountaintn.gov. A signed application, your resume, and contact information for three references must be received at Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN 37377 by Friday, October 24, 2014, at 4:30 p.m. A post-offer drug screen and physical are required. It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.