

## **PART TIME LIBRARY CLERK**

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

**Position Summary:** Under the direction of the Town Librarian, responsibilities include assisting in projects, performing circulation desk duties, cataloging new materials, assisting the public, shelving materials, preparing communications, answering the telephone, processing and recording fines and deposits, assisting in the training of staff and volunteers, and various other duties as assigned. Applicants should possess at least a high school diploma or the equivalent, a working knowledge of libraries and the Dewey Decimal system, experience with computers and software applications, excellent record-keeping skills, and an ability to establish and maintain a positive working relationship with the public. Applications may be obtained by mail, by calling (423) 886-2177, or online at [www.signalmountaintn.gov](http://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 4:30 p.m. on Friday, December 10, 2010. 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.