

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, assisting the public, shelving materials, answering the telephone, processing and recording fines 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.

Application 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 4:30 p.m. Friday, July 17, 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.