

## **Notice**

The Cherokee County Commission is now accepting applications in accordance with its Personnel Policy for the position of Part-Time Library Assistant. Applications will be accepted at the County Commission office located in the Cherokee County Administrative Center, 260 Cedar Bluff Road, Suite 103, Centre, AL 35960 until the close of business on April 15, 2016.

**Job Summary:** Under the supervision of the Library Director, the Library Assistant will greet patrons, check out books, receive and record money taken in, issue library cards. Present children's programs as necessary, shelve and straighten books in library and repair books when needed, assist patrons with information when needed.

**Minimum Qualifications:** High school diploma or GED. Some experience in a public office setting; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job. Possess a current and valid driver's license.

**Essential Functions:** Greet the patrons when they arrive, check out books and check in returned books, count money received, assist patrons with computer issues when possible, help patrons research reference questions in the general collection as well as in the genealogy room. Decorate bulletin boards as needed, help develop themes and materials for children programs, participate in inventory of office supplies, materials, and books. Email patrons with information when needed.

**Knowledge, Skills and Abilities:** Knowledge of general office procedures, safety rules, effective verbal skills, comprehensive reading skills, operate office equipment, use computers and office productivity software, handle money.

**Salary and Benefits:** Starting salary is \$11.18 per hour. Salary is negotiable based on successful applicant's related experience, education and training. First consideration will be given to all present employees of the Cherokee County Commission who are eligible for the position. The Cherokee County Commission is an equal opportunity employer.