



## C.E. Weldon Public Library - Assistant

The C.E. Weldon Public Library is accepting applications for the position of a full-time Library Assistant. The successful candidate will be responsible for working closely with the community and providing a variety of routine library operations and clerical support under the direct supervision by the Circulation Librarian.

### Minimum Qualifications & Required Knowledge, Skills and Abilities:

- High School Diploma or equivalent.
- Strong public relations and communication skills.
- Ability to navigate search engines, browsers and the basic operational and productivity software necessary to complete core work functions, including Microsoft Office Applications; understanding of basic computer technology; working knowledge of computer hardware and peripherals.
- Ability to lift objects of 35 lbs. and ability to stand for prolong periods of time to shelve books and read shelves.
- Ability to communicate effectively with the patron and staff in a friendly manner to ascertain needs in person, in writing and by telephone; make decisions within stated guidelines and to work independently in a wide variety of situations; alphabetize and file and to perform clerical tasks with neatness and precision; apply library rules and regulations as found in staff manuals and statements of library policy; use the public access catalog, to locate materials, and to shelve items properly; carry and shelve books; operate office and automated equipment; supervise work of others; understand and follow oral and written instruction; and provide routine library services.

**Full-time position, 40 hours/week; Monday - Saturdays; Hours: M-F: 9:00 am to 5:30 pm; must be able to work Thursday nights and Saturday mornings on a rotation basis.  
Hourly rate: \$10.58/ hour.**

**Benefit Package:** City of Martin Health Insurance, Blue Cross Blue Shield Vision, Delta Dental of Tennessee Dental, Dearborn Life Insurance & TCRS Retirement Benefits.

**Applications can be obtained at the City of Martin Municipal Building. C.E. Weldon Public Library or may be obtained on City of Martin website at [www.cityofmartin.net](http://www.cityofmartin.net). Resumes not accepted without a completed application.**

### Applications should be submitted to:

The City of Martin  
Attention: Human Resources Department  
109 University Street Martin, TN 38237

**Deadline for submitting applications is  
5:00 PM Friday, October 4, 2019.**

*The City of Martin is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.*