

Mayor
Carroll L. "Lew" Watson



City Clerk
Laura S. Carmack

Council Members
Sadie S. Britt
Billy Pearson
Jennie Jones
Shelly L. Barnhart
Joey Callahan

City of Lincoln

NOTICE OF VACANCIES

The City of Lincoln Library has a job vacancy for an Assistant Librarian Code 802. Attached is a copy of the job description. If you are interested in applying for this position, please submit an application to Robin Bishop, Librarian at robin.bishop@lincolnal.org.

Applications will be taken until November 19, 2021.

150 Magnolia Street P.O. Box 172 Lincoln, AL 35096
205-763-7777 FAX 205-763-7394 www.lincolnalabama.com

**JOB DESCRIPTION
CITY OF LINCOLN, ALABAMA**

LIBRARY

ASSISTANT LIBRARIAN

CODE: 802

JOB DEFINITION

This full-time position consists of advanced clerical work involving complex and varied duties. The assistant librarian assists the director in planning and managing all activities of the library. Employees in this category may be put in charge of areas of responsibility such as cataloging, overdues, inventory, children's services and/or young adult services. Incumbent works under general supervision of the library director.

ESSENTIAL FUNCTIONS

- Assist in planning, implementing, and maintaining departmental budget.
- Recommend programs, policies, and changes.
- Assist in providing information and opinions, orally and in writing, regarding matters under consideration by the board and city government.
- Assist in conducting research and prepare information for federal grants and in implementation and administration of grants.
- Assist in development and/or implementation of new jobs, projects, or functions.
- Perform collection development and materials processing duties.
- Fill in at circulation desk; operate computer; issue patron cards; assist patrons; explain library order and guidelines; reserve books; collect deposits; and assist patrons with genealogy research, order supplies and materials, complete requisitions, plan special events, plan Summer Reading Program, plan story-time.
- Perform other job related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of library policies, procedures, and rules of operation.
- Extensive knowledge of the governmental systems of departmental budgeting and the ability to develop, submit, and maintain an annual budget for library operations.
- Knowledge of Library Atrium software.
- Ability to communicate information to the director, mayor, library board, and other necessary contacts.
- Ability to promote effective public relations with regard to library operations.
- Ability to manage personnel; maintain discipline; accept lines of authority; promote harmony; and cooperate with other officials.
- Ability to promote public interest through use of programs and acquisition of materials.
- Ability to effectively represent the City of Lincoln in the role of assistant librarian.

QUALIFICATIONS

- Must be a graduate from an accredited high school, or hold a certificate of high school equivalency (GED).
- Must possess adequate computer skills.
- Must have skills in typing and general computer knowledge.
- Must have extensive progressive experience in work involving meeting and dealing with the public.
- Must have experience in public library operations.
- Must be willing to work non-standard hours and overtime as required.
- Must be willing to travel overnight to attend continuing education courses and workshops.
- Must be physically able to perform the essential functions of the position.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.