



Munford-Tipton County Memorial Library
1476 Munford Avenue
Munford, TN 38058
(901) 837-2665
www.munford.com



The Munford Tipton County Memorial Public Library is currently looking for a part-time Library Associate. If you are interested in the position and are willing to meet the qualifications, please submit an application and resume during regular library hours of operation.

Hours: 20-25 per week, must be able to work evenings and weekends.
Applications will be accepted until August 5, 2024 at 5:00 PM.

Major Job Duties:

- Believes in the mission of the library and makes meeting that mission a top priority and follows library policies and procedures.
- Assists patrons by checking out materials, renewing materials, taking reserves, locating materials, etc., using automated library system; assists patrons (in-library and on telephone) with basic informational and directional requests.
- **Assists patrons in their use of computers, copiers, printers and other equipment.**
- Handles fines, fees, payments.
- Assists in adult and children's programming as assigned.
- Empties book drop and brings the materials into the building to be checked in and shelved.
- Assists librarian as assigned.
- May supervise and train volunteers and oversee priorities within volunteer activities.
- Consistently maintains and exhibits positive and pleasant interactions with others in performance of job functions.

Minimum Qualifications & Special Necessary Requirements:

- Excellent customer service skills.
- Ability to shelve in strict alphabetical and numerical order.
- Ability to work in a fast-paced environment and to perform physically demanding tasks including: pushing loaded book carts which can weigh over 100 lbs, lifting book bags weighing 20-30 lbs.
- Demonstrate ability to work courteously with the public and other employees.
- Basic computer literacy.