

LIBRARY ASSISTANT III – FULL TIME
CENTRAL-CENTRAL CITIZEN SERVICES
OPENS: 8/26/2025 CLOSES: 9/12/2025

JOB SUMMARY

This position requires performance of paraprofessional duties according to the principles and practices of modern library systems and programs under the supervision of a branch or department head. Paraprofessional duties include providing services to library patrons, and assistance in directing the part-time non-professional staff and operations of one or more departments. May assist in supervising a department. Works under the general supervision of the branch or department manager. Regularly supervises part-time staff.

EXAMPLES OF DUTIES

- Reports to branch or department head.
- Assists branch or department head in directing the staff and operations of assigned library or department(s) to accomplish service objectives in accordance with established policy.
- Assists supervision of a functional area of library operations such Citizen Services desk at a Library.
- Serve as a passport acceptance agent and Notary Public.
- Oversees branch or department in the absence of branch or department head.
- Plans, designs, prepare, and present educational and promotional library programs.
- Assists patrons in the selection of library materials, and provides reference guidance.
- Performs paraprofessional classification, cataloging, collection and circulation duties.
- Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.
- Processes inter-library loans and in-house reference work.
- Maintains necessary operating records.
- Assists in maintaining library collections.
- Perform other related duties as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge and practice of good customer service skills and ability to establish cordial and effective relationships with associates and patrons.
- Knowledge of and experience with computers and various computer software applications, peripherals, online databases, online searching, and the Internet.
- Knowledge of library procedures, business English, spelling and math.
- Ability and willingness to give attention to detail and to ask questions when unsure.
- Ability to understand and follow oral and written directions.
- Ability and willingness to adhere to departmental rules, regulations, procedures and functions.
- Ability to make decisions in accordance with procedures and regulations, and to apply these to work situations.
- Ability to establish and maintain effective working relationships with employees and patrons.
- Ability to learn current trends in library service.

- Ability to set priorities.
- Ability to maintain confidentiality in dealing with patron records.
- Ability to communicate effectively both orally and in writing.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Physical requirements include the ability to stand for long periods of time; eyesight sufficient to read and understand information from microforms and PC monitors and the manual dexterity necessary for the regular use of PCs; ability to stoop, twist, turn and move materials in the library; ability to lift moderate weight up to 50 pounds in the handling of library materials; ability to push carts, bins and book trucks loaded with library materials weighing up to 100 pounds.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university required. All positions may include morning, afternoon, evening and weekend hours, including Sunday. Employees may be required to adapt to future schedule and location changes depending on library needs. Background check is required.

BENEFITS

The City of Birmingham offers a competitive compensation and benefits package, including:

- 80 hours biweekly, Grade 16 - Salary range: \$37,128.00 - \$40,934.40 (starting salary is commensurate with education and experience)
- A City-sponsored pension retirement plan. The City of Birmingham provides a Tier 3 “defined benefit” plan where employee retirement payments are computed using a formula that considers several factors, such as length of employment and salary history.
- Excellent medical insurance with employee monthly contribution as low as \$32.50/month
- Dental insurance
- Vision insurance
- Behavioral health plan
- Group Term Life & AD&D Insurance, Voluntary Term Life & AD&D, Whole Life Insurance, and Short-term Disability options
- Paid vacation and sick leave
- Generous holiday schedule
- Membership and admission benefits for City attractions such as the Birmingham Zoo, Birmingham Museum of Art, Southern Museum of Flight, and more.

METHOD OF APPLICATION

Applicants must register and apply at the Alabama Career Center <https://alabamaworks.alabama.gov>. A resume and transcript must be submitted with application. The application will be forwarded to the Birmingham Public Library Personnel Officer. Library employees need not go through the Alabama Career Center but can submit applications directly

to the Library Personnel Office. Qualified applicants may be contacted for an interview. **You must pass a pre-employment health screen before you may be employed by the Birmingham Public Library.** Position available immediately.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Equal Opportunity Employer