



## CITY OF PIGEON FORGE LIBRARY

The City of Pigeon Forge is seeking to hire a **Full-Time Library Assistant Director/Bookkeeper**. This position reports directly to the Library Director. The city offers a highly competitive compensation and benefit package.

**Job Description:** This is very responsible supervisory and administrative work assisting with the management of the public library for the City of Pigeon Forge. Activities associated with the job include assisting with the daily oversight of all library operations and overseeing the planning of outreach activities and weekly events, ordering materials and supplies and interacting with library patrons. Additional activities include responding to patrons' complaints and concerns, assisting with the preparation and monitoring of annual budgets, cataloging books and reference materials, preparing and submitting grant applications and compiling data and preparing reports for the Library Board of Trustees and regional and state entities. It requires accuracy and consistency as well as good judgment, problem-solving, and computer skills.

**Qualifications:** High School Diploma and or equivalent GED required. Two-year college degree with an A.A. Degree in Business Administration, Public Administration, Accounting or related field preferred; a minimum of three years' experience working for a public library or related work; some supervisory experience; strong organizational, interpersonal and decision making skills; considerable experience performing accounting functions and general office administrative duties; ability to prepare and submit competitive grant applications; considerable experience preparing and monitoring budgets; ability to present interesting and informative public presentations. Excellent customer service skills and computer knowledge required; Position requires flexible scheduling, which may include occasional evenings and Saturdays; valid Tennessee Driver's License required.

Interested candidates should submit an application/resume, cover letter and list of references to: City of Pigeon Forge, Human Resource Department, P.O. Box 1350, Pigeon Forge, TN 37868-1350.

**Applications can be completed online at <http://cityofpigeonforgetn.gov> under the Human Resources Link.** Applications may also be picked up at: Pigeon Forge Library, 2449 Library Drive, Pigeon Forge, TN 37863.

**Applications/Resumes will be accepted till Friday, August 7, 2020.**

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check, driving history check, and drug testing in accordance with City policy.