



CITY OF PIGEON FORGE LIBRARY

Part-Time Position: Library Technology Assistant

Job Description: This is responsible technical and administrative work assisting patrons of the Pigeon Forge library with the use of technology resources available at the library. Activities associated with the job include assisting patrons with the use of computer hardware components and software programs, conducting internet research and ensuring the integrity of all operating systems utilized by the library. Additional activities include planning and implementing public and staff computer training programs, checking in and re-shelving returned materials and reading shelves and putting books and materials in the correct order.

Qualifications: High School diploma or equivalent; Associate's Degree in Computer Science, Library Science or related field preferred; experience working for a public library preferred; considerable knowledge of software applications; good organizational, interpersonal and decision making skills; dedicated attention to detail; experience performing general office administrative and accounting duties excellent customer service skills and strong computer knowledge required. Position requires flexible scheduling, which may include occasional evenings and Saturdays; valid Tennessee Driver's License required.

Applications can be completed online at <http://cityofpigeonforgetn.gov> under the Human Resources Link. Applications may be picked up at: Pigeon Forge Library, 2449 Library Drive, Pigeon Forge, TN 37863. **Mail resumes/applications to:** City of Pigeon Forge, Human Resource Department, P.O. Box 1350, Pigeon Forge, TN 37868-1350.

Application will be accepted till Friday, June 15, 2018.

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.