



HUMAN RESOURCES

Job Announcement

Library Associate

DEPARTMENT	Library
ELIGIBILITY REQUIREMENTS	High School Diploma or GED; or work skill equivalent; Bachelor's Degree preferred. Previous library experience preferred; excellent communication skills; the primary focus of this position will be Adult Services; planning and promoting programs for those patron 18 years of age and older and serving a back-up cataloger. In addition, all library staff members provide circulation services daily. The successful candidate is customer service oriented, possesses good communication skills, and enjoys working in a team environment. This position offers candidates a wide range of opportunities based on the individual's education and skill level. Experience with computers, standard office software and office machines; ability to lift or move up to 25lbs., stand and move about the library for extended periods of time; stoop, kneel or crouch frequently.
PAY INFORMATION	\$15.22 per hour with full benefits
APPLICATION INFORMATION	Applications are available at the: Human Resources Office 10 S. 5th Yukon, Oklahoma 8:30 a.m. and 4:30 p.m. Monday - Friday. or Apply online at www.cityofyukonok.gov

The City of Yukon has a drug free workplace policy. Upon offer of employment, the applicant will be required to take a pre-employment drug test and pre-employment physical for all laborer positions.

The City of Yukon is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, sex, family status, disability status, veteran status or any other factor not directly related to job demands.

If you would like to apply for this position, but find it difficult to do so because of a disability or architectural obstacle or barrier, please contact the Human Resources at 405-350-3926.