

**CITY OF GERING
JOB POSTING NOTICE**

JOB TITLE: Library Assistant I
(Part-time no benefits)

DEPARTMENT: Library

GRADE LEVEL: Grade 5 - \$10.84

POSTING PERIOD: March 7 – March 18, 2016

APPLICATION DEADLINE: 4:30 p.m., Friday, March 18, 2016 at
the City of Gering Administration
Building, 1025 P Street, Gering,
Nebraska.

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety (“see resume” is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. A resume may be completed and submitted with the job application. **The resume will only be reviewed after the initial selection of individuals for interview.**

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources



CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name _____ First _____ Middle _____ Date _____

Street Address (physical and mailing) _____ Home Telephone: _____

City _____ State _____ Zip _____ Cellular Telephone: _____

Have you ever applied for employment with us? _____
 No Yes If yes, date: _____ Date Available to Begin Work: _____

Position Desired: _____ Pay Expected: _____

Apart from absence for religious observance, what hours are you available?
 Full-Time Seasonal
 Part-Time Overtime (if requested)

Are you legally eligible for employment in the United States? Yes _____ No _____

Have you ever been bonded? No Yes

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin.

Other special training or skills (languages., machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? Yes No If "Yes", in what Branch? _____

Describe any training received relevant to the position for which you are applying: _____

References we may contact:

_____ Name	_____ Years known	_____ Telephone	_____ Business
_____ Name	_____ Years known	_____ Telephone	_____ Business
_____ Name	_____ Years known	_____ Telephone	_____ Business

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____ _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____ _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____ _____	From: _____
	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: _____
Reason: _____

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341

Fax: 308-436-6899

POSITION DESCRIPTION

Class Title: **Library Assistant I**
Department: Library
Status: Non-Exempt

Grade Number: 5
Date: February, 2012
Safety Sensitive: No

GENERAL PURPOSE

A moderately skilled position, performing routine computer and clerical work.

The employee in this position is responsible for maintaining customer files, and performing general circulation desk duties.

SUPERVISION RECEIVED

Works under the direct supervision of the Library Director.

SUPERVISION EXERCISED

Generally none, but may exercise supervision over library pages, temporary personnel or volunteers as assigned.

DUTIES AND RESPONSIBILITIES

Assist customers in finding materials, check books in and out, issue library cards and other circulation desk duties.

Act as receptionist by answering telephone and greeting customers.

Maintain customer application files & database.

Generate monthly reports of lost items using Alexandria; suspend patrons using information obtained through Alexandria.

Assist in general maintenance of library collection, display areas, and appearance.

Assist other staff as needed.

Perform other duties as requested by the Library Director.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED;
- (B) Previous library experience beneficial.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of the principles and practices of library systems and programs; some knowledge of library circulation or processing techniques; working knowledge of library classification systems; working knowledge of basic office procedures;

- (B) Ability to learn operation of machines such as computer, copier, fax, telephone and calculator.
- (C) Ability to effectively communicate orally and in writing with a diverse public.
- (D) Ability to establish effective working relationships with employees, supervisors, customers, and the general public.
- (E) Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.

TOOLS AND EQUIPMENT USED

Library computer system, calculator; copy and fax machine; phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.