

CITY OF GERING

Job Posting Notice

Job Title:	Technical Services Librarian
Department:	Library
Grade Level:	Grade 15 (\$18.57-\$23.75)
Posting Period:	February 25, 2019 -March 22, 2019. (Position will remain open until filled.)
Application Deadline:	4:30 p.m., Friday March 22, 1019, at Gering City Administration Office, 1025 P Street Gering, NE.
Job Description:	Attached

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 and should be completed and submitted with the job application.

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

Technical Services Librarian, Gering Public Library (NE)

The Gering Public Library is accepting applications for a Technical Services Librarian. This full time supervisory position involves cataloging, processing books, and paying attention to detail. Other duties include but are not limited to employee supervision and training, troubleshooting computers and assisting the Director in the overall operation of the library. Preferred qualifications should include bachelor's degree and two years experience in a supervisory position in a library or equivalent combination of education and experience. A full job description and application can be obtained at the City of Gering Administration offices or on the City of Gering website, www.gering.org. Return application, and resume in an envelope marked "Technical Services Librarian applicant" to Human Resources, 1025 P Street, Gering Ne, 69341. Applications must be received by 4:30 p.m. on March 22, 2019 to be considered in the initial review process. EOE.

POSITION DESCRIPTION

Class Title: **Technical Services Librarian** Grade Number: 15
Department: Library Date: March, 2012
Status: Non-Exempt Safety Sensitive: No

GENERAL PURPOSE

A highly responsible position involved in the total operation and maintenance functions of the Library.

The person in this position assists the Library Director in supervising a staff of skilled and semi-skilled workers performing a diversity of duties. The Technical Services Librarian is expected to assist in making decisions concerning general planning, budgeting, and overall operations of the Library, particularly as it relates to acquisitions, cataloging, and automation systems.

SUPERVISION RECEIVED

Works under the broad supervision of the Library Director.

SUPERVISION EXERCISED

Exercises supervision over Library Pages, temporary, part-time personnel and volunteers as assigned.

DUTIES AND RESPONSIBILITIES

Responsible for supervision and operation of the library in the absence of the Library Director.

Support and effectively implement Administration and Library Board policy.

May assist the Library Director in conferring with City officials, agencies, vendors, and manufacturers on plans, equipment, and materials related to the overall operation of the library.

Evaluate library services, particularly technical services, and make recommendations for improvement and suggestions for new services as needed.

Present information about library services and programs to individuals and groups; participate in such activities as reading groups as a representative of the library.

Maintain a working knowledge of the material collections, services available and trends in library services to people of all ages.

Assist with reviewing and recommending materials for purchase.

Review collection for outdated materials and recommend replacement.

Classify, reclassify and catalog all library resources included in the various collections of the library according to AACR2 cataloging practices and MARC format standards.

Make reports and keep records as required.

Maintain the automation system within the library; coordinate with software and hardware companies and make recommendations with regard to the system.

Coordinate, evaluate, and make recommendations regarding InterLibrary Loan activity within the library.

Plan and implement a collection inventory at least bi-annually.

Maintain a set of library procedures for staff, with emphasis on the automation system.

Assist customers with reference work using a variety of media, including the Internet, while providing guidance in the use of the library.

Attend professional meetings and professional development classes to improve knowledge and skills; assists in presenting staff development activities as needed.

Serve on various committees within the community and state as a representative of the library.

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 a college or university with a bachelor's degree in library science, liberal arts, public administration, management, or a related field and
- (B) One year experience in library operations.
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of the principles and practices of modern library systems and programs; broad knowledge of library classification and selection tools and

- techniques; thorough knowledge of current technical services trends.
- (B) Knowledge of the principles and practices of office management, work organization, and supervision.
 - (C) Knowledge and understanding of the service role of the public library and how cataloging and processing of library materials fulfill that role.
 - (D) Ability to do original cataloging applying AACR2 and MARC format standards, and paying attention to details. .
 - (E) Ability to think analytically and develop new or revised procedures and workflow; ability to adapt to changing situations
 - (F) Knowledge and skill in the operation and maintenance of computers and software, particularly as it relates to automation systems and cataloging modules.
 - (G) Skill in the operation of such equipment as copier, fax, telephone, etc.
 - (H) Ability to communicate orally and in writing with employees at all levels, appointed boards, elected officials, and a diverse public.
 - (I) Ability to work independently and exercise initiative.
 - (J) Ability to establish effective working relationships with employees, supervisors, customers, and the general public.
 - (K) Ability to do research through a variety of media, including books, CD-Rom, and the Internet.
 - (L) Ability to make decisions and cope with situations firmly, courteously, tactfully, and with respect for the rights of others.

SPECIAL REQUIREMENTS

Valid State Driver's License or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Library computer system, personal computer including word processing and data base management software, calculator; copy and fax machine; phone, automobile.

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.



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

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? No Yes

If yes, please describe in full: _____

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