

# City of Gering

## Employment Posting Notice

Position Title: Library Page

Department: Gering Public Library

Grade Level: Hourly Pay Schedule "A" (\$9.28/hour)

Posting Period: September 15 – October 3, 2022 (open until filled)

Application Deadline: 12 p.m., Noon, Monday, October 3, 2022 at the Gering City Administration Office, 1025 P Street Gering, NE.

Position Description: Attached

## POSITION DESCRIPTION

Class Title: **Library Page**  
Department: Library  
Status: Non-Exempt

Grade: Hourly Pay Schedule A  
Date: September 15, 2022  
Safety Sensitive: No

### **GENERAL PURPOSE**

A supervised position involving the performance of tasks as needed in order to circulate and maintain orderly appearance of library materials.

The person in this position follows established procedures which can be learned by training on the job. Work involves public contact and is closely supervised.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Youth Services, Technical Services, Public Services Librarians or the Library Assistants; under general supervision of the Library Director.

### **SUPERVISION EXERCISED**

None.

### **DUTIES AND RESPONSIBILITIES**

Arrange library materials on the shelves, according to classification number, alphabetically by author or by date. Ensure books and materials are in the proper order and tidy.

Assist in checking materials in and out.

Assist customers in finding information and in the use of special equipment.

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

Assist in preparation of library displays.

Assist other staff as needed.

Perform other duties as requested by the Library Director.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Completion of ninth school grade or an equivalent combination of acceptable experience and training;
- (B) Previous job experience preferred.

## **Necessary Knowledge, Skills and Abilities:**

- (A) Some knowledge of library classification systems and basic office procedures.
- (B) Ability to organize numbers and letters in proper order.
- (C) Ability to learn operation of machines such as computer, copier, fax, telephone, and calculator.
- (D) Ability to establish effective working relationships with employees, supervisors, customers, and the general public.
- (E) Ability to effectively communicate orally and in writing with a diverse public.

## **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.

## **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.



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

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Describe your work \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_  
Starting Pay \_\_\_\_\_  
Ending Pay \_\_\_\_\_  
Employment Dates:  
From: \_\_\_\_\_  
To: \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Describe your work \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
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Telephone \_\_\_\_\_  
Starting Pay \_\_\_\_\_  
Ending Pay \_\_\_\_\_  
Employment Dates:  
From: \_\_\_\_\_  
To: \_\_\_\_\_

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

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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 (308) 436-5600  
Fax: 308-436-6899, or email to [apalm@gering.org](mailto:apalm@gering.org)

NOTE: If submitted by email or fax, please understand that the original applications need to be mailed to the above address.