

Library Assistant Opening

The West Branch Public Library is currently accepting applications for the position of a part-time Library Assistant. The person is needed for 9-12 hours of work per week. Work periods are Monday through Wednesday evenings. Pay will range from \$8.75 to \$9.50 per hour based on qualifications and experience.

The primary duties of the position will be to check materials in and out, shelve materials and organize shelves, assist patrons, answer reference questions, process interlibrary loan requests, and assist the library director with other duties as assigned.

For a complete job description and application form, please contact the library in person or at (319)-643-2633. An electronic form of the application may be found at www.westbranch.lib.ia.us/jobapplication, completed, and returned to the library.

Applicants must submit an application form to be considered for the position. Interested parties may also submit a cover letter and resume if desired.

Applications are accepted until position is filled.

The City of West Branch is an Equal Opportunity Employer.

Staff

Library Director: Nick Shimmin • Assistant Director: Becky Knoche • Library Assistants: Claudia Wallick, Kim Martin, Kat Korsmo

Board of Trustees

Dan Stevenson, president • Peter Pappas, vice president • Cary Wiesner, secretary
Amy Colbert • Nan Fawcett • Laura Gongora • Amanda Rushton

Identification

Position Title: LIBRARY ASSISTANT
Department: LIBRARY
Immediate Supervisor: LIBRARY DIRECTOR
Classification: PART-TIME, HOURLY
Salary: \$7.25-\$11

Job Summary

Be first point of contact with library visitors. Check Library materials in and out. Perform proper shelving of Library materials. Assist in cataloging and processing of library materials.

Job Scope

Work under the supervision of the Library Director. Serves as the primary customer contact for the Library.

Essential Job Duties and Responsibilities

Perform accurate circulation of Library materials through the use of the computer system. Maintain accurate and neat appearance of the Library collections. Process overdue notices and collect fines as assigned by the Library Director. Create and maintain accurate patron accounts through the use of the computer system. Answer reference questions over the phone and in-person. Other duties as assigned.

Physical and Environmental Conditions

Frequent use of a computer. Must be able to bend, sit, stand and reach for proper shelving and for assisting patrons with requests. Must be able to push library book cart. Must be able to lift 25 pounds. Must have the ability to sufficiently communicate with community members.

Minimum Education, Experience and Certification

High school diploma required, some college training is desired. Experience in library work is desired but not required. Customer service experience is greatly desired.

Knowledge, Skills and Abilities

Able to meet and deal with the public in a pleasant, courteous and professional manner. Familiar with library filing systems and alphabetizing. Able to use a computer. Familiar with literature, authors, and the use of the Internet.

Revised 08/11

Employment Application

City of West Branch

The position I am applying for is: _____

Last Name First Name Middle Name

Address Street City State ZIP Code

Telephone Social Security Number

List additional names you have used: _____

Please list an additional phone number where we can leave a message:

Name: _____ Relationship: _____ Number: _____

How did you learn about the employment opportunity?

- Newspaper Job Service Employment Agency Friend Other
 Walk-in Website Education Institution Employee

Please be sure to answer all items completely and accurately.

Type of work you would accept: Full time Part time Summer Temporary

Shift preferred: Day Evening Night

What date would you be available for work? _____

Have you ever filed an application with us before? Yes No If yes, Month/Year: _____

Have you ever been employed with us before? Yes No

If yes, in what capacity? _____ From: _____ To: _____

Reason for leaving? _____

What is the minimum salary that you would accept? _____

Do you have any relatives, including in-laws, currently employed by us? Yes No

If yes, state the name, relationship and department in which they are employed.

Are you legally eligible to be employed in the U.S.? Yes No *(Proof of identity and eligibility will be required upon employment)*

Are you a veteran of the U.S. Armed Forces? Yes No

Dates of military service: _____ Branch: _____

Have you ever been convicted of a crime (other than a minor traffic violation)? Yes No

If so, please indicate the nature of the offense, date, state and disposition.

(A conviction record is not an automatic bar to employment and the nature, recency and disposition of the offense will be considered only as it relates to the job for which you are applying)

Education

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Diploma/Degree			
Course of Study			

Describe any skills, specialized training, apprenticeship, and applicable extra-curricular activities.

List equipment and computer software you can operate.

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
Name Address Phone
2. _____
Name Address Phone
3. _____
Name Address Phone

Employment Experience

List previous 10 years of employment. Start with your present or last job. Add another sheet if necessary.

1. Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		
2. Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		
3. Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		
4. Employer <hr/>	Dates Employed From / To	Work performed
Address <hr/>		
Telephone number <hr/>	Hourly Rate/Salary Starting / Final	
Job title <hr/>		
Supervisor <hr/>		Reason for leaving
May we contact the employer listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?		

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time

I hereby acknowledge that any employment relationships with The City of West Branch is of an At-Will nature, which means that the employee may resign at any time and that The City of West Branch may discharge at any time with or without cause. I understand that neither this document nor any offer of employment from The City of West Branch constitutes an employment contract unless a specific document to that effect is executed by The City of West Branch and me it writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at The City of West Branch cost. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

It is the policy of The City of West Branch to provide equal treatment to all employees and applicants for employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, national origin or ancestry, age, mental or physical disability, marital status, except as bona fide occupational qualifications may require otherwise. This policy applies to all Human Resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

Individuals in need of special accommodations are asked to notify our office in advance.