

JOB OPENING

Library Clerk Temporary Position

REQUIREMENTS:

- Customer Service Skills
- Good Time Management and Organizational Skills
- Works Well on a Team
- Computer Skills
- Willingness to Learn
- Outgoing and Friendly
- Prior Library Experience Preferred, but Not Required

HOURS & PAY

- \$9.00/Hour
- Position available from mid-March to mid-May
- Up to 9 Hours/Week
- Must be Willing to Work Evenings

RESPONSIBILITIES INCLUDE:

- Assisting Patrons
- Shelving Books

**Applications available at the
Wellman Library circulation desk**

LIBRARY CLERK JOB DESCRIPTION

Date approved - unknown
Reviewed: 6/94, 10/98, 1/06/03, 12/08/05, 4/12/07, 2/10/14
Revised: 6/94, 10/98, 1/06/03, 12/08/05, 1/08/24

JOB OVERVIEW

TITLE: Library Clerk
POSITION: Part -Time
SUPERVISOR: Library Director

LIBRARY MISSION STATEMENT

"Inspiring imagination, sparking curiosity,
and creating community"

JOB SUMMARY

The Library Clerk performs circulation desk duties, works with the public in accordance with general municipal policies and program policies of the Library Board of Trustees, assists in maintenance of collection. The function of the Library Clerk is to support the functions of the Library.

EMPLOYMENT GUIDELINES

1. The Library Clerk is a part-time employee position that received an hourly wage and work under the direction of the Library Director and Librarians.
2. The Library Clerk shall be accountable to the Library Director and shall perform duties as set out in the job descriptions, as well as other duties as assigned by the Library Director.
3. Wages shall be hourly as set by the Library Board of Trustees.
4. A performance review shall be conducted by the Library Director, with a written copy to the Board President, as deemed necessary by the Library Board of Trustees. No annual wage increase is implied by a favorable review; however, an increase may be recommended to the Library Board of Trustees.
5. Resignation shall be submitted to the Library Director fourteen (14) days in advance.
6. Dismissal: The Library Director, with Board of Trustee approval, may dismiss the Teen & Adult Librarian for those infractions set in Chapter 20.05 (5) of the Wellman City Code, or for failure to correct areas which need improvement as identified by the job performance evaluation.

JOB TASKS

Duties shall be assigned by the Library Director and may include, but not be limited to, the following:

1. Circulation: Perform circulation activities as necessary, including but not limited to:
 - a. Issue library cards
 - b. Answer telephone inquiries
 - c. Take requests reserving materials and notify patrons when materials become available
 - d. Provide information on: services, activities, and policies.
 - e. Initiate inter-library loan when appropriate
 - f. Assist patrons in locating materials, using information services and technology
 - g. Assist special needs and handicapped patrons in obtaining materials.
2. Programming:
 - a. Assist in the facilitation of library programs and events as needed.
 - b. Assist in promoting library use, especially collection, programs, and services.

3. Operations:

- a. Open and closes the building to the public when necessary.
- b. Supervise public use of building area.
- c. Uphold Library Policies as set forth by the Library Board of Trustees.
- d. Assist with organizing the circulation desk and building for daily public service.
- e. Assist with light cleaning and maintenance.

4. Collection:

- a. Assist in covering new books.
- b. Check shelves for accuracy according to classification code.
- c. Check for overdue materials and shelve returned materials.

5. Professional Development:

- a. Cooperates as a team member with all Library Staff in performing any professional or non-professional duties essential to the achievement of efficient library operations.
- b. Maintains proficiency in use of library technology and assists patrons with technology as requested.
- c. Attend training workshops as requested.

PHYSICAL DEMANDS

Good memory for details, good visual and aural acuity, manual dexterity, lifting and carry of boxes of books or other objects up to twenty-five (25) pounds. Daily duties require sitting, bending, walking, squatting, crouching, and/or kneeling.

QUALIFICATION

- High school diploma, equivalent, or pursuit of diploma is encouraged.
- Previous library experience is preferred.
- Desirable to have working knowledge of Windows software and general computer literacy.
- Must be willing to accept and learn to use new tools for library service, including computers and FAX technology.
- Must have a genuine interest in people and library service.
- Enjoy and interact well with children, as well as adults.
- Must be able to work with frequent interruptions.

WORKING CONDITIONS

Works in well lit, smoke-free, and well-ventilated area that is climate controlled. The library area is part of the Wellman City Hall complex.

I have read the above job description for the Clerk of the Wellman Public Library and fully understand the conditions set forth.

Date

Signature

City of Wellman

EMPLOYMENT APPLICATION

THE CITY OF WELLMAN IS AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER
 City of Wellman, PO Box 129 Wellman, IA 52356 City Hall (319) 646-2154 / Fax (319) 646-6561

INSTRUCTIONS: Answer all questions completely and honestly. Type or print all answers. Sign the application and any supplemental forms. Resumes are accepted but only in addition to the application. Any omission, misstatement, or falsification may be cause for you to be removed from further consideration in the employment process or discharge from city service. Applications must be received by the posted deadline, whether submitted in person, by fax, or by e-mail. The City of Wellman is not responsible for applications that are not received by the posted deadline.

General Information		
Position Applying For:		
Name:		
(First)	(Middle)	(Last)
Address:		
City:	State:	Zip Code:
Telephone:	Other Phone:	
E-Mail Address:		
Have you ever used or been known by any other names? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Names:		

Are you currently employed? Yes No

Have you ever been terminated, discharged, or asked to resign from any employment? Yes No
 (If yes please provide details on another sheet of paper (include employer information and any information you feel important for the City of Wellman to consider.)

Have you ever been convicted of a violation of law other than a minor traffic violation? Yes No
 (The term "convicted" includes any conviction, a guilty plea, a no contest plea, a suspended sentence, or a deferred judgment. If yes please provide details on another sheet of paper [include type of crime, conviction date, and court information]. Conviction of a crime does not necessarily constitute automatic bar from employment.)

Are you eligible to claim veterans' preference points under section 2108 of Title 5 of the United States Code?
 Yes No

<p style="text-align: center;">I will accept (check all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Regular</p> <p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Temporary</p> <p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time</p> </td> </tr> </table> <p>Shift: Days <input type="checkbox"/> Evenings <input type="checkbox"/> On Call <input type="checkbox"/></p> <p>Date available to start work:</p>	<p>Regular</p> <p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time</p>	<p>Temporary</p> <p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time</p>	<p style="text-align: center;">Do you have a legal right to work in the U.S.?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>All new hires will be required to submit verification of the legal right to work in the United States within (3) business days of employment. In accordance with the Immigration Reform and Control Act of 1986 we are legally prohibited from employing anyone who cannot provide such verification.</p>
<p>Regular</p> <p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time</p>	<p>Temporary</p> <p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time</p>		

EDUCATION, TRAINING, AND SKILLS

Proof of education and/or professional certifications may be required prior to hire.

Driver's License Information:

Do you have a valid driver's license?	Driver's License Number:	State:	CDL?
Yes <input type="checkbox"/> No <input type="checkbox"/>			Yes <input type="checkbox"/> No <input type="checkbox"/>
List any CDL endorsements:			

Do you have a high school diploma or G.E.D.? Yes No

If no, please indicate the highest grade completed:

Education Information:

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	

Professional Registrations, Licenses, and/or Certifications that relate to this position:

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

List any specialized training you've received that relates to this position:
List equipment and/or computer software applications you are proficient in operating that relate to this position:

EMPLOYMENT HISTORY

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last five years. Include

experience prior to five years ago if it relates to the position you are applying for. Your qualifications will be evaluated on the information you provide on this application form

Employer: _____ Phone # _____

Position Title: _____ Employment Dates (mo/yr) From: _____ To: _____

Address: _____ City: _____ State: _____ Zip: _____

Direct Supervisor: _____ Phone # _____

Annual Salary: _____ Hours per week: _____

Job Duties:

May we contact this employer? Yes No

Reason for leaving or wanting to leave?

Employer: _____ Phone # _____

Position Title: _____ Employment Dates (mo/yr) From: _____ To: _____

Address: _____ City: _____ State: _____ Zip: _____

Direct Supervisor: _____ Phone # _____

Annual Salary: _____ Hours per week: _____

Job Duties:

May we contact this employer? Yes No

Reason for leaving or wanting to leave?

Employer: _____ Phone # _____

Position Title: _____ Employment Dates (mo/yr) From: _____ To: _____

Address: _____ City: _____ State: _____ Zip: _____

Direct Supervisor: _____ Phone # _____

Annual Salary: _____ Hours per week: _____

Job Duties:

May we contact this employer? Yes No

Reason for leaving or wanting to leave?

Employer: _____ Phone # _____

Position Title: _____ Employment Dates (mo/yr) From: _____ To: _____

Address: _____ City: _____ State: _____ Zip: _____

Direct Supervisor:	Phone #
Annual Salary:	Hours per week:
Job Duties:	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving or wanting to leave?	

PROFESSIONAL REFERENCES – PROVIDE AT LEAST THREE

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

I hereby certify that the statements made on this employment application are accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, incomplete, or misleading information I may not be eligible for employment and if hired I will be subject to termination. By checking the following box I electronically affix my signature to this employment application:

Signature: Date: