

## Ely Public Library, IA – Library Assistant (Part-time)

The Ely Public Library seeks a tech savvy, creative, and customer-service focused individual to join our small but dedicated team. We take pride in maintaining a friendly, supportive, and collaborative work environment. We value each staff member's opinion on new and better ways to serve our patrons. Most of all, we love having a positive impact on our community.

### Responsibilities:

- Assist the public in troubleshooting and use of computer, computer applications, tablets, phones and various other technologies
- Help patrons at the front desk and over the phone
- Check items in and out for patrons and place materials on hold
- Register patrons, collect fees, make photocopies and fax items as needed
- Shelf library materials in correct manner
- Process Interlibrary Loan (ILL) materials for patrons as requested
- Assist with programming for children, young adults and adults
- Performs opening and closing duties
- Cooperates as a team member with staff in performing essential library duties and participates in library special projects as needed
- Any other duties as assigned by the Director

### Requirement:

- Experience in a library setting and basic knowledge of library materials, policies and procedures in an advantage.
- Experience and confidence working with various computer and software programs, online searching and the Internet.
- The ability to learn quickly and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Must be able to physically lift 40 pounds as necessary, including bending and lifting often.
- The ability to communicate effectively and courteously, the ability and desire to serve the public of all ages and the ability to work as a team member are essential to this position.

### Education:

Minimum requirement High School Diploma.

This position is 12-15 hours a week. Preferred schedule would be Monday – Thursday from 4:00-7:00 pm, but could be somewhat flexible if needed. There may be occasional Saturday hours.

EOE. Position will remain open until filled. Please email cover letter, resume with three professional references and a completed City of Ely job application to:

Sarah L. Sellon, Director  
Ely Public Library  
1595 Dows Street  
PO Box 249  
Ely, IA 52227  
[sarah@elyiowa.com](mailto:sarah@elyiowa.com)



ELY PUBLIC LIBRARY  
BE INSPIRED



**City of Ely**  
 An Equal Opportunity Employer  
 Po Box 248  
 1570 Rowley Street  
 Ely, IA 52227  
 Phone/Fax: (31) 848-4103

**EMPLOYMENT APPLICATION**

Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Note: it is to your advantage to answer all questions on this application (please print neatly or type)

Name: \_\_\_\_\_

Last First Middle Initial

Social Security Number: \_\_\_\_\_ Ph Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
 Street City State Zip

To facilitate reference checks, please indicate any other name under which you have been employed:

\_\_\_\_\_

Have you worked for the City of Ely before?	YES	NO
If yes, please complete the following information:	Date: _____	
	From	To
Position(s) held:	Department: _____	
Reason for leaving:	_____	

Have you been given a copy of the job description or had the requirements of the job explained to you? YES NO

Do you understand the requirements of the job? YES NO

Can you perform the requirements of this job with or without a reasonable accommodation? YES NO

If the job requires, do you have the appropriate valid driver's license? YES NO

Type: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are you a United States Military Veteran?	YES	NO	Branch of Service: _____
Dates of Military Service:	_____		
	From	To	

**EDUCATION**

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**Circle highest grade completed:** 6 7 8 9 10 11 12 GED

**College:** 1 2 3 4 5 6 7+

**Institution**

**Course of Study**

**Degree Attained**

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High School

Diploma/GED

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Location of School

---

College Attended

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Location of School

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College Attended

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Location of School

List additional training – workshops, volunteer work, etc., you have received that makes you qualified for this position.

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Which of the required skills in the job announcement do you possess? \_\_\_\_\_

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What equipment can you operate? \_\_\_\_\_

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Do you have any other experience or qualifications not already listed that relate to the job applied for?

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Have you ever been convicted of a felony? (For the purpose of this question “convicted” includes found guilty, plead guilty, plead no contest or been given a deferred sentence or judgement)    YES    NO

If Yes please explain, please include the facts of your case, the felony you were convicted for and how long ago.

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(Note: A conviction will not automatically disqualify an applicant for a job. The type and seriousness of the crime, the frequency of violations, the date of convictions and the applicant’s entire work and educational history will all be considered)

## EMPLOYMENT HISTORY

Start with your present or last job and include at least your last five years of work records. Please fill out this section carefully and completely, as you are only given credit for jobs you list and the dates you include. Please attach an additional sheet if you need more space. Include military experience and describe any major duty assignments. Include periods of self-employment. Give details of supervisory positions you may have had.

<b>If you are currently employed, may we contact your present employer?    YES            NO    (circle one)</b>
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Employed By: \_\_\_\_\_ Ph Number: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employed from: (mo/yr) \_\_\_\_\_ To: (mo/yr) \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

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Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_

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Employed from: (mo/yr) \_\_\_\_\_ To: (mo/yr) \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

What date would you be available to begin work? \_\_\_\_\_

**NOTE: All applicants will be required to pass a pre-employment drug and alcohol screen and physical evaluation after being offered a position and beginning as an employee of the City of Ely.**

I attest that all statements on this application are true and correct. I understand that intentionally false statements made on this application will eliminate me from further consideration for employment or will be grounds for dismissal. I authorize the City of Ely and my previous employers (with the exception of \_\_\_\_\_) to conduct or participate in an investigate of my personal background, work history and police record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.

\_\_\_\_\_  
Applicant Signature Date

**FOR PERSONNEL DEPARTMENT USE ONLY**

Reviewed by: \_\_\_\_\_ Position considered for / Referral to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_