

Library Assistant



Responsibilities:

- Maintains working knowledge of library services, practices, policies, and procedures and be able to explain them to patrons and volunteers.
- Assists the public in troubleshooting and use of computers, computer applications, tablets, phones, Virtual Reality headsets and various other technologies.
- Helps patrons at the front desk and over the phone, responding to inquiries and reference questions, making referrals as appropriate. Will need to know how and where to find information. (City events, etc.)
- Checks items in and out for patrons and place materials on hold.
- Assigns/collects fees for damaged or lost materials.
- Reserves and collects fees if applicable for meeting room spaces.
- Registers/updates patron information, collect fees, assist with copy/printing/faxing/scanning.
- Shelves/reads/shifts library materials in correct manner.
- Processes Interlibrary Loan (ILL) materials for patrons as requested.
- Assists 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 special library projects as needed.
- Promotes upcoming library programs and events.
- Maintains confidentiality of patron information and other records.
- Any other duties as assigned by the Director.

Requirements:

- Experience in a library setting and basic knowledge of library materials, policies and procedures is an advantage.
- Experience and confidence working with various computer and software programs, online searching and the Internet.
- The ability to learn quickly and 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.
- Must be able to work Saturday and/or evening hours as needed.

Education:

Minimum requirement High School Diploma.

Preferred Associate's Degree.



EMPLOYMENT APPLICATION

City of Ely
An Equal Opportunity Employer
Po Box 248
1570 Rowley Street
Ely, IA 52227
Phone/Fax: (31) 848-4103
Email: cityadmin@elyiowa.com

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: _____		
Do you have any relatives who work with the City of Ely?	YES	NO
Name(s) & Relationship: _____		

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

Those wishing to claim Veteran's preference must submit Proof of Service Form DD214 at time of interview.

EDUCATION

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

High School

Diploma/GED

Location of School

College Attended

Location of School

College Attended

Location of School

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

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

What equipment can you operate? _____

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

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.

(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.

If you are currently employed, may we contact your present employer? YES NO (circle one)

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: _____

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: _____

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: _____

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: _____

Employed By: _____ Ph Number: _____

Address: _____ Supervisor's Name: _____

Job Title: _____ Duties: _____

Employed from: (mo/yr) _____ To: (mo/yr) _____

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Starting Salary: _____ Final Salary: _____ Hours per Week: _____

Reason for Leaving: _____

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: _____

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: _____

