

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT JOB DESCRIPTION

POSITION: CIRCULATION CLERK / SHELVING

FUNCTION: Assist the Library Director in the administration of the Library in an efficient manner with emphasis on providing the best possible service to the Library District.

SUPERVISOR: Library Director

QUALIFICATIONS: Required

1. High School diploma or GED.
2. Ability to work amicably with public, co-workers, and Library Director
3. Ability to work efficiently with minimal supervision following training period
4. Ability to lift and carry heavy books and stoop to reach lower shelves

QUALIFICATIONS: Desirable

1. Library or customer service experience preferred
2. Typing and computer skills
3. Attention to detail

DUTIES:

1. Perform circulation tasks for library materials
2. Perform InterLibrary Loan tasks
3. Assist patrons and maintain patron confidentiality
4. Answer basic reference questions from patrons, referring questions to other staff as appropriate
5. Answer telephones, field questions, take messages
6. Maintain records, gather data, and provide reports as required
7. Receive deliveries and route appropriately
8. Develop and maintain a working knowledge of library materials, equipment, services,
9. Maintain library order and shelve books
10. Promote outreach and partnership with schools and community; assist with meetings and programs as required
11. Assist with weeding and library reorganization as required
12. Perform additional related duties as requested by Library Director

STEELEVILLE AREA PUBLIC LIBRARY DISTRICT
EMPLOYMENT APPLICATION

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

BACKGROUND CHECKS OF ALL EMPLOYEES ARE REQUIRED

Name: _____
Last First Middle

Address: _____
Number Street City/State Zip

Contact Information: (____) _____ (____) _____
Home Telephone Mobile Telephone Email

Position applied for: _____

Salary desired: _____ (Be specific)

Date available for work: _____

Are you available to work: Full Time Part Time Evening Saturday

If you are under 18 years of age, please list age: _____

Have you ever filed an application with us before? Yes, date _____ No

Have you ever been employed with us before? Yes, date: _____ No

Are you legally eligible to work in the U.S.? Yes No
Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If YES, please explain _____

What is your means of transportation to work? _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Business or Trade School				
Professional School/Other				

Languages Other Than English: _____

Any additional qualifications or skills for the specific position for which you are applying.

REFERENCES: Please list two references other than a previous employer

1. Name _____ Position _____

Company _____ Address _____

City, State, Zip _____ Telephone _____

2. Name _____ Position _____

Company _____ Address _____

City, State, Zip _____ Telephone _____

WORK EXPERIENCE: Please list your work experience beginning with the most recent job held.

Company:		Phone:
Address:		Supervisor:
Job Title:	Starting pay:	Ending Pay:
Responsibilities:		
To:	From:	Reasons for leaving:

Company:		Phone:
Address:		Supervisor:
Job Title:	Starting pay:	Ending Pay:
Responsibilities:		
To:	From:	Reasons for leaving:

Company:		Phone:
Address:		Supervisor:
Job Title:	Starting pay:	Ending Pay:
Responsibilities:		
To:	From:	Reasons for leaving:

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____