

Bryan County Library-Richmond Hill

Full-Time Job Opening

Position available: Library Assistant–Bryan County Library-Richmond Hill
40 hours per week
Salary: \$12.25 per hour
Start Date: Around September 22, 2021

Typical Work Schedule:
Monday–Friday 9:00am-6:00pm
Rotation: Saturdays 8:00am–3:30pm
Sundays-off plus one day off a week

This packet includes: Job Description
Employment Application

Bryan County Library-Richmond Hill service hours:
Monday–Friday 9am-6pm Saturday: 10am-3pm Sunday: Closed

Library Location: 9607 Ford Ave., Richmond Hill, GA 31324

Current employees of Statesboro Regional Public Libraries are welcome to apply.

Applications must include: Cover Letter
Resume
Application Form
3 references with current contact information

Information about the Library System can be found at <http://strl.info>

Submit application to: Bryan County Library-Richmond Hill
P.O. Box 939 / 9607 Ford Ave., Richmond Hill, GA 31324

Or email to: samantham@strl.info

Or deliver completed application documents to the Reference Desk at
Bryan County Library-Richmond Hill

Position is available immediately and is open until filled.

*Statesboro Regional Public Libraries requires a criminal background check whenever a job offer has been made and accepted by an individual. This documentation must be on file prior to employment.
We are a Drug Free Workplace and we participate in E-Verify.*

Bryan County Library-Richmond Hill

POSITION DESCRIPTION

Position Title: Library Assistant
Classification: FLSA: Non-exempt (Hourly)
Reports to: Library Manager and Assistant Library Manager

Primary Responsibility

The Library Assistant supports the day-to-day operation of the Bryan County Library-Richmond Hill. Library Assistants work at the service desk, shelve materials, keep the area in order, provide computer assistance, and help users find library materials. Library Assistants help with programming and the Summer Reading Program.

Essential Position Functions

Provides Readers Advisory and Reference service

Shelves materials and keeps collection in order

Provides computer assistance to library users

Assists in the operation and maintenance of the library building

Plans, promotes and conducts programs and activities

Completes other duties as assigned

Attends staff development workshops

Creates promotional material for library events and programs

Requires the ability to work with others to coordinate the more complex problems associated with the responsibilities of the job.

Minimum Qualifications

High school degree or equivalent required

Agree to submit to a background check and have results that meet the expectations of the employer

Knowledge, Skills, and Abilities

Access to a reliable means of personal transportation and possession of a U.S. Driver's License

Skill in meeting and working with the public

Ability to work with tours, address small groups, and perform library programs

Attention to detail; ability to follow direction and complete assignments

Good computer and communication skills

Ability to maintain confidentiality and use tact and diplomacy working with the public and co-workers

Ability to meet the schedule of the job, including nights and Saturdays

Ability to understand, interpret and apply library regulations and policies, with guidance from library management

Ability to maintain a satisfactory (good/average) or higher rating in annual performance evaluation

Ability to be patient, flexible and organized

Preferred Qualifications

Library Experience

Program experience

Physical Skills

Energetic

Ability to sit or stand and use computer for extended periods and operate standard office equipment, daily

Ability to stoop, bend and reach, repeatedly

Ability to lift and move up to forty (40) pounds and push one hundred (100) pounds, occasionally

Ability to travel alone by automobile

Training, Supervision and Evaluation

The Library Assistant is trained by co-workers and is supervised by the Library Manager and the Assistant Library Manager. The Assistant receives formal evaluation and performance reviews from the Library Manager.

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Statesboro Regional Public Libraries. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

Richmond Hill Public Library
9607 Ford Avenue / PO Box 939
Richmond Hill, GA 31324

Employment Application

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans Disabilities Act, applicants may request accommodations needed to participate in the application process. We are a Drug Free Workplace and participate in E-Verify.

Date _____

PERSONAL INFORMATION

Last Name _____ First _____ Middle _____

Mailing Address _____

City _____ State _____ Zip Code _____

Physical Address (if different) _____

City _____ State _____ Zip Code _____

Phone Number(s): _____

E-mail Address: _____

During the past 7 years, have you ever been convicted of a crime, excluding traffic violations?

Yes ___ No ___ If yes, Date _____ City _____ State _____

The Statesboro Regional Public Libraries realizes that convictions may have no reasonable relationship to the functions or responsibilities of the job in question. For this reason a conviction record will not necessarily be a bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account. Failure to disclose criminal convictions will disqualify an applicant. If a job offer is made all potential employees must agree to a background check.

Are you aware of any reason that you cannot perform essential functions of the job with or without reasonable accommodations? (A copy of the job description is attached) Yes ___ No ___

If yes, please explain _____

Are you legally eligible for employment in the U.S.? Yes ___ No ___

Federal Law requires new employees to supply documents proving their employment authorization by the third day of employment. A photo ID will be required. Statesboro Regional Public Libraries participates in E-Verify.

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary desired _____

Are you employed now? Yes ___ No ___ If yes, may we contact your employer? Yes ___ No ___

Have you ever applied to this Library before? Yes ___ No ___ If yes, when? _____

EDUCATION

High School _____ Degree Conferred _____

College Attended _____ Degree Conferred _____

College Attended _____ Degree Conferred _____

FORMER EMPLOYERS

List your last three employers, beginning with the *most recent* one first.

1. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

2. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

3. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

REFERENCES – (Work related references preferred)

1. Name _____

How Acquainted _____ Years Acquainted _____

Address _____ Phone _____

Email (optional) _____

2. Name _____

How Acquainted _____ Years Acquainted _____

Address _____ Phone _____

Email (optional) _____

3. Name _____

How Acquainted _____ Years Acquainted _____

Address _____ Phone _____

Email (optional) _____

Applicant's Statement

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

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

I understand that I am required to provide documents verifying my employment authorization by the third day of employment.

Statesboro Regional Public Libraries requires a criminal background check whenever a job offer has been made and accepted by an individual. This documentation must be on file prior to employment.

I understand that Statesboro Regional Public Libraries is a Drug Free Workplace and participates in E-Verify.

Signature of Applicant _____ Date _____