

STATESBORO REGIONAL PUBLIC LIBRARIES

APPLICATION PACKET

Position available:

Regional Outreach Services Assistant (Temporary)
40 hours per week, ending September 30, 2022
Work Schedule: Monday – Friday, 9:00 – 6:00
Salary: \$16.00 per hour

This packet includes:

Job Description
Employment Application

Statesboro-Bulloch County Public Library service hours:

Monday – Thursday, 8:00 – 7:00
Friday & Saturday, 9:00 – 6:00

Library location: 124 South Main Street
Statesboro, GA 30458

Application package must include:

- Cover Letter
- Resume
- Application Form

Completed application packages may be submitted:

- By email: SearchSB@strl.info
- By mail: Search Committee
Statesboro Regional Public Libraries
124 South Main Street
Statesboro, GA 30458

Application Deadline: June 10, 2022 at 5:00 p.m.

Position is open until filled.

Statesboro Regional Library System 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. Applicant must meet eligibility requirements of the Library's vehicle insurance policy.

STATESBORO REGIONAL PUBLIC LIBRARIES

POSITION DESCRIPTION

Position Title: Regional Outreach Services Assistant (Temporary)
Classification: Temporary, FLSA non-exempt
Reports to: Regional Services Librarian

OVERALL RESPONSIBILITY

This position is grant-funded and temporary. The position ends September 30, 2022, with no possibility for extension. The Regional Outreach Services Assistant is responsible for a variety of outreach programs and services in the five counties served by Statesboro Regional Public Libraries. This position coordinates programs and services in each community with the local Library Manager. This position works under minimal direct supervision.

ESSENTIAL POSITION FUNCTIONS

- Prepare for Library Outreach programs and services
- Delivers materials and supplies to Outreach service locations
- Provides Outreach programs to service locations
- Fosters a climate of participation, creativity, and teamwork with other staff
- Works at libraries as planned and scheduled
- Maintains and reports statistics from Outreach events and services
- Performs other duties as assigned and required by the needs of the organization

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- High School Diploma
- Agree to submit to a background check and have results that meet the expectations of the employer

Knowledge, Skills, and Abilities

- Must be able to work independently.
- Strong oral and written communication skills.
- Ability to follow direction, report progress, and complete assignments.
- Ability to meet the work schedule of the job.
- Have a valid Georgia Driver's License and maintain a Motor Vehicle Report that is within the guidelines of the Library's Insurance carrier
- Ability to travel.

PREFERRED QUALIFICATIONS

- Experience with conducting story time and/or leading group activities.

PHYSICAL SKILLS

- Ability to sit or stand for extended periods.
- Ability to drive and /or ride in a full-size vehicle, daily.
- Ability to lift and move up to forty (40) pounds and push one hundred (100) pounds, occasionally.

TRAINING, SUPERVISION, AND EVALUATION

The Regional Outreach Services Assistant is primarily trained and directed by the Library Manager for the related service area. The Regional Services Librarian is the general supervisor and evaluates overall job performance.

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.

04/27/2021

Statesboro Regional Public Libraries
124 South Main Street
Statesboro, GA 30458

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)

1. Name _____ How Acquainted _____

Address _____ Phone _____

Email _____

2. Name _____ How Acquainted _____

Address _____ Phone _____

Email _____

3. Name _____ How Acquainted _____

Address _____ Phone _____

Email _____

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 _____

01-04-2022/JennD

Please submit application to:

Email: Search@strl.info
Statesboro Regional Public Libraries
124 South Main Street
Statesboro, GA 30458