

Franklin Memorial Library

Job Opening

Position available: **Library Assistant – Emanuel County**
40 hours per week
Salary: \$10.85 per hour
Typical Work Schedule:

Monday – Friday 9:00 – 6:00 pm
Saturday 9:00 – 1:00 pm (rotating)

This packet includes: Job Description
Employment Application

Franklin Memorial Library service hours:
Monday – Friday: 9:00 a.m. – 6:00 p.m.
Saturday: 9:00 a.m. – 1:00 p.m.

Library Location: 331 West Main Street
Swainsboro, GA 30401

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: Franklin Memorial Library
 331 Main Street
 Swainsboro, GA 30458
 Fax: 478-237-3553

Or deliver completed application documents to the Circulation Desk at Franklin Memorial Library

Position available until filled

Position is available June 1st and will be opened 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.

Franklin Memorial Library
331 West Main Street
Swainsboro, GA 30401

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: _____

Present Address: _____

City: _____ State: _____ Zip Code: _____

Permanent Address: _____

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?

NO _____ YES _____ 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)** NO _____ YES _____
(If yes, please explain)

Are you legally eligible for employment in the U.S.? NO _____ YES _____

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 inquire of 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.

Date (month/year)

From _____ To _____ Salary _____ Position _____

Reason for leaving _____

Name and Address of Employer _____

Date (month/year)

From _____ To _____ Salary _____ Position _____

Reason for leaving _____

Name and Address of Employer _____

Date (month/year)

From _____ To _____ Salary _____ Position _____

Reason for leaving _____

Name and Address of Employer _____

REFERENCES – (Work related references preferred)

Name _____ Position _____ Years Acquainted _____

Address _____ Telephone _____

Name _____ Position _____ Years Acquainted _____

Address _____ Telephone _____

Name _____ Position _____ Years Acquainted _____

Address _____ Telephone _____

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 _____

**Please submit application to: Windy Ward, Assistant Library Manager
Franklin Memorial Library
331 West Main Street
Swainsboro, GA 30401
Fax: 478-237-3553**

Or deliver completed application documents to the Circulation Desk at Franklin Memorial Library

STATESBORO REGIONAL PUBLIC LIBRARIES

POSITION DESCRIPTION

Position Title: Library Assistant
Classification: FLSA: Non-exempt (Hourly), 40 hours/week
Reports to: Library Manager and Assistant Library Manager

OVERALL RESPONSIBILITY

The Library Assistant supports the day-to-day operation of the library. This position serves library users of all ages, from infants to adults. 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 including story hours, young adult and adult programs and the Summer Reading Program. All staff members are guided by policies formulated by regional and local library boards and administered by the Statesboro Regional Public Libraries.

ESSENTIAL POSITION FUNCTIONS/ RESPONSIBILITIES

- Provides Readers Advisory and Reference service
- Shelves materials and keeps collection in order
- Provides computer assistance
- Assists in the operation and maintenance of the library building
- Plans, promotes and conducts programs and activities for all age groups
- Completes other duties as assigned
- Attends staff development workshops
- Creates promotional material for library events and programs

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- High school degree or equivalent required
- Agree to submit to a background check and have results that meet the expectations of the employer
- Have a valid Georgia Driver's License and maintain a Motor Vehicle Report that is within the guidelines of the Library's Insurance carrier

Knowledge, Skills, and Abilities

- Access to a reliable means of personal transportation
- 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
- 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
- Have a valid Georgia Driver's License and maintain a Motor Vehicle Report that is within the guidelines of the Library's Insurance carrier

PREFERRED QUALIFICATIONS

- Library Experience
- Program experience
- Creative
- Grant writing experience

PHYSICAL SKILLS

- 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. Use of the library catalog and circulation software is primarily learned from fellow staff members. The Assistant receives formal evaluation and performance reviews from the Library Manager.

WORKING CONDITIONS

- Majority of work performed in general office and library environment
- Requires evenings and/or weekends, as determined by the library's service hours and programs
- Requires periodic participation and attendance at events and training

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.