

# Statesboro Regional Public Libraries Application Packet

## Position of Part-Time Library Assistant, Evans County Public Library, Claxton

This packet includes:

- Employment Application
- Job Description

Position is up to 17 hrs./week. \$10.25/hour

Library service hours:

Monday – Thursday: 10:00 am – 6:00 pm

Library Location: 701 West Main St.  
Claxton, GA 30417

Applications must include:

Application Form

3 Work references with current contact information

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

E-Mail or Deliver Applications to:

Sabrina Saturday, Library Manager  
Evans County Public Library  
701 West Main Street  
Claxton, GA 30417

Email: SabrinaS@strl.info

Position is open until filled.

**Evans County Public Library**  
**701 West Main St.**  
**Claxton, GA 30417**

**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 about 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 the 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: Sabrina Saturday, Library Manager  
Evans County Public Library  
701 West Main Street  
Claxton, GA 30417**

**Email: SabrinaS@strl.info**

# **STATESBORO REGIONAL PUBLIC LIBRARIES**

## **POSITION DESCRIPTION**

**Position Title:** Library Assistant  
**Classification:** FLSA non-exempt, up to 17 hrs./week  
**Reports to:** Library Manager

### **OVERALL RESPONSIBILITY**

The Library Assistant is responsible for a variety of tasks in providing services to the library's patrons. This position assists library management in the day-to-day operation of the library. The levels of responsibility vary according to each library's member of staff. The Library Assistant is guided by policies formulated by regional and local library boards and administered by the Statesboro Regional Public Libraries.

### **ESSENTIAL POSITION FUNCTIONS**

- Works at service desks to provide patron services and support
- Shelves materials and keeps collection in order
- Provides computer assistance to patrons
- Assists with the coordination and planning of library programming
- Assists with publicity and promotion of Library and its services
- Assists in the operation and maintenance of the library building
- Provides secretarial support to library management
- Prepares reports and other duties as assigned
- Attending staff development workshops

### **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

#### **Knowledge, Skills, and Abilities**

- Skill in meeting and working with the public
- Attention to detail; ability to follow directions 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, where applicable
- Ability to understand, interpret and apply library regulations and policies, with guidance from library management
- Ability to travel to headquarters and other library locations for required meetings
- Ability to maintain a satisfactory (good/average) or higher rating in annual performance evaluation

## **PREFERRED QUALIFICATIONS**

- Library Experience
- Access to a reliable means of personal transportation

## **PHYSICAL SKILLS**

- Ability to sit or stand and use computer for extended periods and operate standard office equipment, daily
- Ability to lift and move up to forty (40) pounds and push one hundred (100) pounds, occasionally
- Ability to travel by automobile

## **TRAINING, SUPERVISION, AND EVALUATION**

The Library Assistant is trained, supervised and evaluated by the Library Manager with guidance from the Assistant Director of Affiliated Libraries. Use of the library catalog and circulation software is primarily learned from fellow staff members. The Library Assistant is responsive to directions from the Library Manager. A formal evaluation and review of the Library Assistant's performance is provided by the Library Manager.

## **WORKING CONDITIONS**

- The majority of work is performed in a 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 accommodation may be made to enable someone with a qualifying disability to perform the essential functions of the position.*