

Claiborne Parish Library System

**Vacancy Announcement:**

**Position-** Branch Assistant – Part Time

**Hours:** Hours and location will vary between Main Branch and Joe W. Webb Memorial Library. Be aware that hours will vary and include: 8:30 – 1:00 on some Saturdays; plus full days at either branch two or more days a week, including a late shifts until 6 p.m.; PLUS call-in for emergencies. Applicants must agree to work flexible hours; and there will be periods when no part time help will be needed during a week.

**Salary:** \$10.00/hour

**Opening date:** Wednesday, November 15, 2017

**Closing date:** Thursday, November 30, 2017, @ **10:00 a.m.**

**Minimum Qualifications:**

Graduation from high school or possession of GED; and, computer experience; or, equivalent combination of training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**General Requirements:**

Must be able to establish and maintain an effective, cordial working relationship with the public and library staff; must be able to communicate clearly and effectively, both orally and in writing; must have knowledge of basic library functions; must have computer skills; must be able to work a late schedule; as well as Saturdays; must be able to work in other branches of the library system; must be able to help patrons acquire library use skills.

**Applications:**

Application packets may be obtained from Claiborne Parish Library, 909 Edgewood Drive, Homer, LA and **returned there by 10:00 a.m., Thursday, November 30, 2017.**

**Or you may go online at [www.cplibrary.org](http://www.cplibrary.org)**

**Selection:**

A review of the applicants' qualifications will be made by the library director and the others on the library staff to evaluate all candidates' experience. Only applicants who meet the requirements will be considered for this position. Present employees'

qualifications, as well as qualifications of outside applicants, will be considered simultaneously and the person most qualified will be chosen for this position.

Claiborne Parish Library is an Equal Opportunity Employer.

**Job Summary:**

Under limited supervision helps provide library services to patrons which includes but is not limited to: checking in and checking out of materials, shelving of materials, using fax, copy and scanning services, answering telephone, using reference materials and Internet to locate information, helping patrons with Microsoft Office products found on computers and email skills.

**Required knowledge, skills and abilities:**

**Knowledge of:**

The principles and practices of public relations.

Basic functions of a public library.

Correct English usage, including spelling, grammar, punctuation and vocabulary.

A wide variety of books and literature.

Community interests and needs.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Using mathematics.

Using a computer/laptop to accurately and rapidly enter and retrieve data and information.

Organizing work, setting priorities and meeting deadlines with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Working with all age groups – pre-school to senior adults.

**Mental and Physical Abilities:**

Ability to provide effective library service and communicate with patrons and staff.

Ability to provide reference assistance to the public.

Ability to analyze problems and find solutions.

Ability to read.

Ability to spell correctly.

Ability to use a computer/laptop and enter data into it.

While performing the essential functions of this job the employee is regularly required to stand for extensive periods of time, sit, use hands and arms, stoop, kneel, crouch, or crawl, lift and/or move up to 10 pounds, push heavy book carts, speak and hear.

**Working conditions:**

Work is performed mainly in an interior environment but at times working at outdoor events will be required. Some work may expose employees to dust, pollen and other environmental risks.

**Essential Job Functions:**

Answers patrons' questions about library policies and services.

Check in/out library materials; sorts and shelves materials.

Assists patrons of all ages in locating materials; recommends titles when appropriate.

Utilizes computer circulation system to perform circulation duties.

Collects data from patrons to create library cards, enters data into computer; updates information when necessary.

Performs other related library duties as required.

**CLAIBORNE PARISH PUBLIC LIBRARY  
APPLICATION FOR EMPLOYMENT**

The Claiborne Parish Public Library is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment depends solely on your qualifications.

Thank you for completing this form and for your interest.

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
LAST FIRST MIDDLE

**PRESENT ADDRESS:**

\_\_\_\_\_  
NUMBER STREET CITY STATE ZIP

**TELEPHONE:** ( \_\_\_\_\_ ) \_\_\_\_\_

**IF YOU ARE UNDER 18 YEARS OF AGE, PLEASE LIST AGE:** \_\_\_\_\_

**EMPLOYMENT DESIRED**

FULL-TIME ONLY       PART-TIME ONLY       EITHER

**WHEN WOULD YOU BE AVAILABLE TO START WORK?** \_\_\_\_\_

**EDUCATION:**

**(LIST THE SCHOOL ATTENDED AND DEGREE, IF APPLICABLE)**

**HIGH SCHOOL FROM WHICH YOU RECEIVED A DIPLOMA:**

\_\_\_\_\_

**(OR CHECK BLANK FOR) GED:** \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_

**BUSINESS OR TRADE SCHOOL:** \_\_\_\_\_

**PROFESSIONAL SCHOOL:** \_\_\_\_\_

**ARE YOU A READER?** NO  YES

**WHAT IS THE TITLE OF THE LAST BOOK YOU READ?**

\_\_\_\_\_

**DO YOU USE THE PUBLIC LIBRARY ON A REGULAR BASIS?**

NO \_\_\_\_\_ YES \_\_\_\_\_

**WHAT IS THE PURPOSE OF A PUBLIC LIBRARY IN YOUR OPINION?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A CRIME?**

NO  YES

If yes, explain the number of convictions (s), nature of offense (s) leading to conviction (s), how recently such offense (s) was/were committed, sentence (s) imposed and type (s) of rehabilitation.

**PLEASE LIST TWO REFERENCES OTHER THAN RELATIVES OR PREVIOUS EMPLOYERS.**

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**ADDRESS: (IF KNOWN)** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**ADDRESS: (IF KNOWN)** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**WORK EXPERIENCE**

**PLEASE LIST YOUR WORK EXPERIENCE FOR THE PAST 3 YEARS  
BEGINNING WITH YOUR MOST RECENT JOB HELD:**

**NAME OF EMPLOYER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**SUPERVISOR'S NAME:** \_\_\_\_\_

**EMPLOYMENT DATES:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**ENDING SALARY:** \_\_\_\_\_

**LIST JOB DUTIES, SKILLS USED OR LEARNED, ADVANCEMENTS OR  
PROMOTIONS THAT OCCURRED WHILE YOU WORKED AT THIS  
POSITION:**

\*\*\*\*\*

**NAME OF EMPLOYER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**SUPERVISOR'S NAME:** \_\_\_\_\_

**EMPLOYMENT DATES:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**ENDING SALARY:** \_\_\_\_\_

**LIST JOB DUTIES, SKILLS USED OR LEARNED, ADVANCEMENTS OR PROMOTIONS THAT OCCURRED WHILE YOU WORKED AT THIS POSITION:**

\*\*\*\*\*

**NAME OF EMPLOYER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**SUPERVISOR'S NAME:** \_\_\_\_\_

**EMPLOYMENT DATES:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**ENDING SALARY:** \_\_\_\_\_

**LIST JOB DUTIES, SKILLS USED OR LEARNED, ADVANCEMENTS OR PROMOTIONS THAT OCCURRED WHILE YOU WORKED AT THIS POSITION:**

**PLEASE READ CAREFULLY:****APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by **Claiborne Parish Public Library** (hereinafter called "the Library"), I agree that : Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Library practices, shall serve to create an actual or implied contract of employment, or confer any right to remain an employee of Claiborne Parish Public Library or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Library Director. Both the undersigned and the Library may end the employment relationship at any time, without specified reason or notice. If employed, I understand that the Library may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction of benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Library permission to contact schools, previous employers, references and others, and hereby release the Library from any liability as a result of such contact.

I also understand that (1) the Library has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of my employment application, the Library may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request by me, the Library will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Library shall be probationary for a period of one year, and further that at any time during the probationary period or thereafter, my employment relation with the Library is terminable at will for any reason by either party.

**Signature Of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



