Part Time Position Available

Library Assistant 1

Poynette Area Public Library

608-635-7577

The Poynette Area Public Library is seeking an enthusiastic person with extensive technology skills, strong customer service, and the ability to multi-task despite interruptions. The ideal candidate would also have experience working in a library as well as an Associate's or Bachelor's Degree.

Schedule:

This position would require two evenings and every other Saturday for a total of 16 hours every two weeks. Position does not include benefits.

There may be opportunities to work extra hours to cover vacations and special programs.

Compensation:

Compensation is hourly based between $10.00 and $12.00 depending on qualifications and experience.

Complete job descriptions are available at the Poynette Area Public Library circulation desk.

Applications can be found on the Village of Poynette website at http://poynette-wi.gov/2315/Employment or at the front desk at the library. Application deadline is April 6, 2019.

Submit application, cover letter, and resume to Lindsey Ganz at the Poynette Area Public Library: 118 North Main St – PO BOX 368, Poynette, WI 53955.

Poynette Area Public Library
Library Assistant I

Part-time Hourly Position

General Statement of Duties: Under immediate or general supervision, performs routine clerical duties and related work as required.

Reports to: Library Director.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Does routine circulation desk procedures.
- Helps patrons locate materials in the library.
- Shelves library materials and "reads" shelves.
- Answers telephone within the library's stated goal of three rings.
- Notifies patrons of problem items and items held at the circulation desk.
- Helps patrons with copying, scanning and faxing.
- Helps patrons with library computers, personal devices, Overdrive.
- Willingness to learn new technology to perform duties and assist patrons.
- Assists with programs and displays.
- Answers reference questions.
- Attends staff meetings and participates in planning and policy discussions.
- Consistently presents the Poynette Area Public Library and its services in a positive manner.
- Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software. Individual passwords and any other confidential information regarding library records shall be kept confidential.
- Provides excellent customer service to internal and external customers.
- Maintain work area in a clean and orderly condition. Ensure safe operating conditions with area of responsibility.
- Provides information and recommendations to the Library Director that can be used for materials selection.
- Picks up the mail from the Post Office.
- Willingness to work flexible hours including evening and weekend hours.
- Other activities as directed by the Library Director, including book processing, materials searching, etc.
- Maintains skills in above-mentioned areas through active participation in appropriate continuing education activities, which may require you to travel with your own reliable transportation.

Revised: 6/12/2018

Physical Requirements of the Position:

- Ability to perform duties which include but are not limited to stooping, kneeling, crouching, climbing, balancing, and reaching in order to shelve books and provide service to patrons.
- Talking and hearing: use of the telephone.
- Far vision at 20 feet or further; near vision at 20 inches or less (with correction).
- Lifting and carrying: 50 pounds or less.
- Handling: processing, picking up and shelving books.
- Fingering: keyboarding, writing, filing, sorting, shelving, and processing library materials.
- Pushing and pulling: objects weighing 60-80 pounds on wheels.

Supervisory Skills

- Ability to work cooperatively with library staff and volunteers.

Mathematical Skills

- Ability to add, subtract, multiply, divide, and calculate decimals and percents.

Language Ability and Interpersonal Communication

- Comprehend and interpret a variety of documents.
- Record and deliver information, explain procedures, and follow instructions.
- Use and interpret library science terminology, including automation.
- Communicate effectively with library staff, library users, children, volunteers, and the general public.
- Good knowledge of grammar and spelling.
- Work with others in a team-oriented environment.

Judgment and Situational Reasoning

- Ability to understand instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to exercise good judgement, set priorities, work independently, and adapt to each situation.
- Concentrates on a task despite frequent distractions.

Equipment Used:

- Ability to operate the following: personal computer and software programs (including printers), calculator, photocopier, scanner, fax machine, telephone, book carts, hand trucks, and audio-visual equipment.

Education and Experience:

- High School diploma with college course work or degree preferred and the ability to work creatively, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Other Testing / Licensing Required:

- A criminal background check is required.

I, _____, have read and acknowledge that I am able to comply with the aforementioned rules, duties, and responsibilities.

_____ _____

Signature of employee Date

Revised: 6/12/2018

VILLAGE OF POYNETTE
EMPLOYMENT APPLICATION

Position Applying for: _____

PERSONAL INFORMATION			
NAME:	FIRST: M.I LAST:		
PRESENT ADDRESS:		P.O. BOX:	
CITY:		STATE:	ZIP:
PHONE:	Home: ( )	Other: ( )	
Are you 18 years or older? Yes No	Are you a U.S. Citizen or otherwise legally eligible for employment in the U.S.? Yes No		
Driver's License #:		STATE:	
COMMERCIAL D.L.#:		STATE:	

Have you ever pleaded guilty to or been convicted of a misdemeanor or felony? Yes No If yes, provide further information as to the date, location of court, nature of the offense, and so forth. If the job you are applying for requires you to operate a motor vehicle, include traffic convictions. (The Village of Poynette will consider your record only as it may substantially relate to the job for which you are applying.)

EDUCATIONAL INFORMATION	Name, Address, City & State	Number of Years Attended	Diploma or Degree
High School			Yes No
College			
Graduate			
Other			

(Information about your education will be used only where relevant and to assist in determining what positions might be appropriate for consideration)

SKILLS OR ADDITIONAL TRAINING (bookkeeping, accounting, equipment operation, etc.)

PREVIOUS EMPLOYERS (Please list **all** previous employers, beginning with current or most recent employer. **Attach an additional sheet if necessary.**)

COMPANY NAME:		DATES:	
ADDRESS:		REASON FOR LEAVING:	
CITY:		STATE:	ZIP:
LIST JOB TITLE AND YOUR DUTIES:		PHONE:	SALARY:
COMPANY NAME:		DATES:	
ADDRESS:		REASON FOR LEAVING:	
CITY:		STATE:	ZIP:
LIST JOB TITLE AND YOUR DUTIES:		PHONE:	SALARY:
COMPANY NAME:		DATES:	
ADDRESS:		REASON FOR LEAVING:	
CITY:		STATE:	ZIP:
LIST JOB TITLE AND YOUR DUTIES:		PHONE:	SALARY:

COMPANY NAME:		DATES:	
ADDRESS:		REASON FOR LEAVING:	
CITY:		STATE:	ZIP:
LIST JOB TITLE AND YOUR DUTIES:		PHONE:	SALARY:
COMPANY NAME:		DATES:	
ADDRESS:		REASON FOR LEAVING:	
CITY:		STATE:	ZIP:
LIST JOB TITLE AND YOUR DUTIES:		PHONE:	SALARY:
ARE YOU PRESENTLY EMPLOYED? Yes No	**DATE AVAILABLE**	**SALARY EXPECTATION**	

PERSONAL REFERENCES (Please list three personal or professional references who are NOT related to you.)		
1.NAME:	PHONE: ( )	OCCUPATION:
2.NAME:	PHONE: ( )	OCCUPATION:
3.NAME:	PHONE: ( )	OCCUPATION:

AUTHORIZATION, RELEASE, AND CERTIFICATION

I certify that all information I have provided on this application is true, complete, and correct to the best of my knowledge. I understand that any false or misleading statements or information provided by me, or material omissions of information requested of me, may result in rejection of my application or, if employed, my immediate dismissal.

I hereby give permission to the employer to seek to verify and supplement the information set forth in the application. I release from all liability or legal claims every person seeking or providing information, whether oral or written. A photocopy of this release shall be as valid as the original, and may be relied upon by all persons providing information.

I understand this application will be considered inactive after ninety (90) days.

I certify I have read (or have had read to me) and understand this authorization, release, and certification.

Applicant's Signature _____ Dated: _____

The Village of Poynette is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, sex, handicap or disability or other basis prohibited by applicable local, state or federal fair employment laws or regulations. Applicants with a disability may request accommodations needed in the application and/or interview process.