



## **Job Announcement: *Library Services Clerk***

**Application request e-mail:** [akelley@cityofemmett.org](mailto:akelley@cityofemmett.org)

**Job Hours:** This is a part-time position, working scheduled shifts 7 or up to 19.5 hours per week, during the library's hours of service Monday thru Saturday. Job may include Saturdays and evening hours.

**General Statement of Duties:** **Salary DOE** The Library Services Clerk attends to the needs of library courier service: Doing the daily pick list, preparing for transit and putting RFID tags on EMM items as needed; Keeps the library welcoming and accessible to library patrons, assists with collections management (shelving, shifting & organizing) and may need to assist with circulation as needed and/or other duties as necessary. Housekeeping and general upkeep of library facility as needed.

### **Employment Standards & Skills Required:**

At least one year of experience in a library; experience which provides the necessary computer knowledge, skill and ability to perform the work using data base & computer applications, efficient time management, organization skills, or related library/office environment.

Some experience in office environment, support staff, public relations; Bi-Lingual a plus

Must be able to meet job requirements and take library shelving & placement test.

## **Library Services Clerk**

**Status:** Part Time

**Hours per Week:** 7-19+ hrs/week

**Starting Salary:** DOE

**Position Close Date:** Open until filled

**Application Instructions:** *Application must be completed. Resumes are strongly encouraged. For questions about the position, please contact Alyce Kelley: [akelley@cityofemmett.org](mailto:akelley@cityofemmett.org).*

### **Primary Responsibilities -**

The Library Services Clerk attends to the library courier service: Doing the daily pick list, preparing for transit and putting RFID tags on EMM items as needed; Keeps the library welcoming and accessible to library patrons, assists with collections management (shelving, shifting & organizing) and may need to assist with circulation as needed and/or other duties as necessary.

### **Essential Job Functions**

- Provides efficient, accurate completion of the daily courier picklist; by pulling of library resources, checking them into transit and placing into requesting LYNX Library Bin. All-the while following library lending procedure and RFID tagging any EMM items before sending.
- Provides circulation services including: placing holds/transit, receiving items and shelving items being returned to EMM.
- Plans, organizes and helps keep the library welcoming and accessible for patron use.
- Supports operations by offering general assistance to other support staff.
- Housekeeping and general upkeep of library facility as needed.
- Participates in meetings/trainings and may serve on work committees to contribute to the effectiveness of the library.

### **Minimum Qualifications**

- At least one year of experience in a library; experience which provides the necessary knowledge, skills and abilities to perform the work, education, time management, organization skills, or related office environment.
- Knowledge of a library's collection, reference materials and general library policies, practices and procedures.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate office equipment, and computer systems including hardware and software (e.g. Google applications, electronic databases, email, and internet)
- Ability to work both independently and in a collaborative team environment.
- Ability to exercise tact, diplomacy, cultural sensitivity, and courtesy when dealing with patrons and staff; to determine when a situation needs to be referred to senior level staff.
- Must have flexibility and adaptability to work in a changing, public-facing environment.
- Must be able to work with little notice, an occasional evening and some Saturdays

### **Physical Demands/Work Environment**

- Will work in a general library environment; working around others and independently, working mainly inside (with some outdoor activities), and a moderate noise level
- Ability to lift and carry up to 25 pounds, and push/pull loaded carts of library materials, will regularly walk, stand, sit, reach and grasp and stoop, bend or kneel throughout the workday.



## EMMETT PUBLIC LIBRARY APPLICATION FOR EMPLOYMENT

Please print or type

Position: Library Services Clerk

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Available \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ CELL Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Last First Middle Init.

MAILING Address \_\_\_\_\_  
Number/Street City State Zip

E-MAIL Address \_\_\_\_\_

### EDUCATION TRAINING: (Circle last grade completed)

Grade School: 1 2 3 4 5 6 7 8 9 10 11 12 Diploma/GED Yes No

College Attended & Degree: 1 2 3 4 5 6 Degree \_\_\_\_\_ Major/Minor \_\_\_\_\_

Technical Training \_\_\_\_\_

Other Education \_\_\_\_\_

GIVE EXAMPLES OF YOUR EXPERIENCE THAT WOULD ENCOURAGE THE LIBRARY TO HIRE YOU:

LIBRARY SYSTEMS \_\_\_\_\_

ORGANIZING LIBRARY MATERIALS \_\_\_\_\_

FILING SKILLS (Alphabetically & Numerically) \_\_\_\_\_

MONEY HANDLING SKILLS \_\_\_\_\_

GOALS/OBJECTIVES \_\_\_\_\_

COMMUNICATIONS \_\_\_\_\_

LEADERSHIP  
SKILLS \_\_\_\_\_

DETAIL-ORIENTED/FAST LEARNER/SELF STARTING \_\_\_\_\_

PERSONABLE/FLEXIBLE/WORKING WITH OTHER PEOPLE \_\_\_\_\_

### COMPUTER EXPERIENCE:

PROBLEM-SOLVING \_\_\_\_\_

MS OFFICE/PROCESSING \_\_\_\_\_

ON-LINE APPS, FB, Canva \_\_\_\_\_

SHARE A SUCCESS STORY THAT SHOWS YOUR STRENGTH \_\_\_\_\_

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**EMPLOYMENT: (List previous jobs...MOST RECENT FIRST)**

**EMPLOYER** \_\_\_\_\_ **Type of Business** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone # ( ) -** \_\_\_\_\_

**Responsibilities** \_\_\_\_\_ **Job Title** \_\_\_\_\_

**Date of Employment: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Description of Job: (Include day to day duties)** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

**May we contact your present/previous employer?** Yes No

**EMPLOYER** \_\_\_\_\_ **Type of Business** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone # ( ) -** \_\_\_\_\_

**Responsibilities** \_\_\_\_\_ **Job Title** \_\_\_\_\_

**Date of Employment: From** \_\_\_\_\_ **to** \_\_\_\_\_

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**May we contact your present/previous employer?** Yes No

**EMPLOYER** \_\_\_\_\_ **Type of Business** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone # ( ) -** \_\_\_\_\_

**Responsibilities** \_\_\_\_\_ **Job Title** \_\_\_\_\_

**Date of Employment: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Description of Job: (Include day to day duties)** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

**May we contact your present/previous employer?** Yes No

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**LIST THREE REFERENCES: (Do not list relatives)**

1. **Name** \_\_\_\_\_ **Phone # ( ) -** \_\_\_\_\_  
**Occupation** \_\_\_\_\_ **Number of years known** \_\_\_\_\_

2. **Name** \_\_\_\_\_ **Phone # ( ) -** \_\_\_\_\_  
**Occupation** \_\_\_\_\_ **Number of years known** \_\_\_\_\_

3. **Name** \_\_\_\_\_ **Phone # ( ) -** \_\_\_\_\_  
**Occupation** \_\_\_\_\_ **Number of years known** \_\_\_\_\_

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The statement and information on this application are true and accurate to the best of my knowledge. I will show proof of identity and employment eligibility upon request of employer. Any false statements made intentionally will be cause for immediate reprimand and/or dismissal.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please return this application to:  
Alyce Kelley - Library Direct or  
akelley@cityofemmett.org

Emmett Public Library  
275 So. Hayes Ave, Emmett, ID 83617  
PH 208-365-6057