

## LIBRARY ASSISTANT — FRANKLIN FERGUSON MEMORIAL LIBRARY

Southern Teller County Public Library District     410 North B Street, Cripple Creek, CO. 80813

Salary    \$18.00

**Position Hours:** 26 hours week one, 32 hours week two

Note: Holiday and Summer Hours may change opening and closing times but hours worked will remain the same

### **Position Summary**

Franklin Ferguson Memorial Library is a public/school library. The library is located in the Cripple Creek-Victor Junior/Senior High School building. The successful applicant will have to undergo a Colorado Bureau of Investigation background check and other verifications of eligible employment screenings.

Under the supervision of the Library Director, supports the Library's mission through providing direct customer service assistance in circulation functions, basic technology needs, and ensuring accurate and timely access to materials and resources.

### **Essential Functions**

Exhibits excellent customer service; creates a welcoming atmosphere; maintains confidentiality in all customer and staff interactions.

Provides direct public services to patrons as they visit the library, call on the telephone, or communicate in a virtual environment.

Performs all circulation function

Assists patrons with locating materials, processes Interlibrary Loan requests

Responds to basic reference questions

Assists patrons in using a wide variety of technology

Shelves books and other library materials in accurate alphabetical, numerical, or Dewey Decimal System order.

Prepares pull lists and book carts for teachers at Cripple Creek-Victor School District.

Ensures the safety and security of patrons and staff while at the library.

Demonstrates responsiveness to shifting needs in workflow.

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

The employee is expected to perform or possess the following:

Knowledge of Southern Teller County Public Library policies and procedures.

Ability to maintain effective, productive relationships with patrons and staff.

Use application software, including Microsoft Word, Excel, and Outlook

Knowledge of basic skills such as alphabetical and numerical filing.

Ability to learn and use a variety of standard library office equipment.

Demonstrates effective verbal and written communication skills.

Ability to work as part of a team.

Ability to effectively perform sorting, shelving, retrieval, and circulation of materials

**Education and Experience:**

High School Diploma or GED.

Ability to demonstrate experience working with computers required.

Requires one year of customer service.

Requires passing of a CBI background check.

**Conditions of Employment:**

All selected candidates...

are required to complete a Department of Homeland Security 1-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Southern Teller County Public Library District participates in E-Verify.

are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.

must understand and comply with Southern Teller County Public Library and Cripple Creek-Victor School District's drug-free workplace policy.

understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, In accordance with Colorado law.

# **Franklin Ferguson Memorial Library**

410 North B Street, Cripple Creek, Colorado, 80813

719-689-2800

## **Employment / Job Application / Library Assistant**

### **Personal Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Security Number (SSN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date Available: \_\_\_\_\_

Desired Pay: \$ \_\_\_\_\_ Hour

### **Employment Eligibility**

Are you a U.S. Citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No\* \_\_\_\_\_

If No, are you allowed to work in the United States \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a felony? \_\_\_\_\_ Yes\* \_\_\_\_\_ No

If Yes, Please

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Education

High School: \_\_\_\_\_ City / State \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_

Graduate? \_\_\_\_ Yes \_\_\_\_ No

Diploma: \_\_\_\_\_

College: \_\_\_\_\_ City / State \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_

Graduate? \_\_\_\_ Yes \_\_\_\_ No

Degree: \_\_\_\_\_

Other: \_\_\_\_\_ City / State \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_

## Employment History

**Employer #1:** \_\_\_\_\_

E-mail: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Starting Pay: \$ \_\_\_\_\_ Hour \_\_\_\_\_ Salary \_\_\_\_\_

Ending Pay: \$ \_\_\_\_\_ Hour \_\_\_\_\_ Salary \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**Employer #2:** \_\_\_\_\_

E-mail: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Starting Pay: \$ \_\_\_\_\_ Hour \_\_\_\_\_ Salary \_\_\_\_\_

Ending Pay: \$ \_\_\_\_\_ Hour \_\_\_\_\_ Salary \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**Employer #3:** \_\_\_\_\_

E-mail: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Starting Pay: \$ \_\_\_\_\_ Hour \_\_\_\_\_ Salary \_\_\_\_\_

Ending Pay: \$ \_\_\_\_\_ Hour \_\_\_\_\_ Salary \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

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Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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## References

**Reference #1:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reference #2:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reference #3** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## Military Service

Are you a veteran? Yes \_\_\_\_\_ No \_\_\_\_\_

**Branch:** \_\_\_\_\_

**Rank at discharge:** \_\_\_\_\_

**Starting date:** \_\_\_\_\_ **Ending date:** \_\_\_\_\_

**Type of discharge:** \_\_\_\_\_

**If not Honorable, please explain:** \_\_\_\_\_

\_\_\_\_\_

## Background Check Consent

Because the library is located within a public school, would you consent to a background check?

Yes \_\_\_\_\_ No \_\_\_\_\_

## **Disclaimer**

Southern Teller County Public Library District is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability, or any other legally protected characteristic.

I, the applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

## **Attachments**

Applicants may attach a resume and a cover letter to this application. Letters of recommendation, transcripts, certifications, or portfolios are also welcome.