

Job Posting - Part-Time Circulation Associate

CIRCULATION ASSOCIATE

Robert W. Barlow Memorial Library, City of Iowa Falls

Posted: May 8, 2023

- **Part-time position**
- **Starting Salary: \$13.00/hour**
- **Approximately 30 hours per week. Mainly weekday, daytime hours with an occasional evening and/or Saturday**
- **Immediate start date**

If interested:

1) **Complete City of Iowa Falls job application form – available at circulation desk or online at IowaFallslib.com. Attach resume if applicable.**

3) **Return the above to the library in person, email or mail to: Robert W. Barlow Memorial Library; Attention: Erin Andrews, Library Director; 921 Washington Ave.; Iowa Falls, IA 50126**

4) **Any questions regarding the position should be directed to the Library Director at 641-648-2872 or erina@iowafalls.lib.ia.us**

APPLICATIONS DUE: Wednesday, May 31st, 2023

Specific Duties include:

- Perform the full range of circulation desk procedures using an automated circulation system
- Provide reference services for patrons. Answers telephone and provides routine information or refers calls. Call patrons to dispense library information
- Assists patrons in selection and location of services and materials
- Assists with cataloging and processing of library materials
- Assists with calling and sending patron overdue notices
- Shelving and maintenance of library materials
- Supervises the handling of donated materials
- Manages the use of the rented library spaces
- Cleaning and tidying of library spaces
- Plans, organizes and implements special projects as needed by the Library Director

Qualifications, Education, Experience, & Skills Required

- Ability to deal with public effectively
- Excellent communication skills, good organizational skills, and the ability to prioritize
- Post High School Education or Library experience preferred, High School diploma or equivalent required
- Proficiency with office machinery, computers and related hardware as well as software and online communications

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stoop, kneel, and crouch. The employee must regularly lift and or move up to 20 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include; close vision, distance vision, color vision, peripheral vision and depth perception.

Accommodations: Reasonably accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position. **This job description is not, nor is intended to be, a complete statement of all duties, functions, and responsibilities that comprise this position.**

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

PERSONAL INFORMATION

Date _____

Name

Last

First

Middle

Present Address

Street

City

State

Zip

Permanent Address

Street

City

State

Zip

Phone No.

Referred By

Are you 18 years of age or older? Yes No

email:

EMPLOYMENT DESIRED

Position

Date You Can Start

Are You Employed Now? Yes No

If So May We Contact Your Present Employer? Yes No

Ever Applied to this Company Before? Yes No

Where?

When?

EDUCATION

Name and Location of School

Circle Last Year Completed

Did You Graduate?

Subjects Studied and Degree(s) Received

| | | | | |
|--|--|---------|---|--|
| High School | | 1 2 3 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |
| College | | 1 2 3 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |
| Trade, Graduate, Business or Correspondence School | | 1 2 3 4 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | | |

GENERAL

Subjects of Special Study or Research Work

Job Related Skills (computer, driver's license certifications, etc.)

EMPLOYMENT HISTORY List below your last four employers, starting with the last one first.

| Date Month and Year | Name and Address of Employer | Phone Number | Supervisor | Salary (upon leaving) | Position | Reason for Leaving |
|------------------------|------------------------------|-----------------|------------|--------------------------|----------|--------------------|
| From | | | | | | |
| To | | | | | | |
| From | | | | | | |
| To | | | | | | |
| From | | | | | | |
| To | | | | | | |
| From | | | | | | |
| To | | | | | | |

REFERENCES List below three persons not related to you, whom you have known at least one year.

| Name | Address | Phone Number | Position | Years Acquainted |
|------|---------|-----------------|----------|---------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing by an authorized Company representative.

If I am offered employment I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, if required, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that acceptance of this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Date

Signature