



ANNOUNCEMENT

LIBRARY CLERK POSITION AVAILABLE

Job Title: Library Clerk
Job Location: Youngtown, Arizona
Emp. Type: Part-time, FLSA, Non-Exempt
Salary: \$13,585.00-21,450.00/Annual,
\$13.75/hourly-Pay Range "Part-time"
Open Date: March 12, 2019
of Openings: 1
Deadline to Apply: Open until filled

The Library Clerk position assists and is under the direct supervision of the Library Manager in regards to the operational plans and activities of the Town Library and Historical Museum. This position includes a considerable amount of public interaction.

Salary: \$13,585.00-21,450.00 for this part-time position (19-30 hrs per week).

Benefits: There are Sick Pay benefits for this position.

Experience: Library experience is preferred.

Submit supplemental questionnaire directly to Jeanne Blackman, Town Manager, 12030 Clubhouse Square, Youngtown, Arizona 85363, jblackman@youngtownaz.org.



2019 LIBRARY CLERK PACKET

 **PACKET INCLUDES:**

- **JOB DESCRIPTION**
- **APPLICATION FOR EMPLOYMENT FORM (INCLUDE RESUME)**
- **SUPPLEMENTAL QUESTIONS**

 **BENEFITS INCLUDE:**

SICK PAY

 **PLEASE RETURN COMPLETED PACKET TO:**

**JEANNE BLACKMAN, TOWN MANAGER
TOWN OF YOUNGTOWN
12030 CLUBHOUSE SQUARE
YOUNGTOWN, AZ 85363
jblackman@youngtownaz.org
623.933.8286**



Town of Youngtown

12030 Clubhouse Square
Youngtown, Arizona 85363

Job Title: Library Clerk

Department: Library

Immediate Supervisor: Heidi Speed, Library Manager

Origination Date:	June, 2014
Revision Date:	March, 2019
FLSA Status	Non-Exempt

The below statements are intended to describe the general nature and level of work performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

BRIEF DESCRIPTION: This part-time position assists in planning and organizing the activities of the Town Library and Historical Museum. This position is under the direct supervision of the Library Manager.

ESSENTIAL FUNCTIONS

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Works in the front desk area, assists volunteers, provides customer service to patrons, answers phone, and cash handling, as needed. Also assist patrons on public computers, as needed.

Under direction, monitors goals and objectives for the library services; evaluates the effectiveness of services.

May assist in providing training to volunteers.

May assist in cataloguing, labeling and covering new library materials.

Monitors office supply inventory, placing orders if requested.

Handles repairs to library materials.

Assists in planning and decision making about the library collection.

May assist in preparing library statistics and/or articles for Youngtown Village Reporter.

Opens and/or closes the library, including reconciling daily receipts and counting money.

May handle special projects independently, and perform other duties as assigned by the Library Manager.

May handle the day to day operation of the Library (and tours of the Museum), in the absence of and approval of the Library Manager.

May handle phone calls and letters to delinquent patrons.

JOB REQUIREMENTS

FORMAL EDUCATION / KNOWLEDGE

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities.

EXPERIENCE

Library and/or Customer Service experience preferred.

READING

Understands and interprets procedures, processes and guidelines, with emphasis on the ability to alphabetize.

MATH

Math to include addition, subtraction, multiplication, division, percentages, and generate statistics.

WRITING

Work requires the ability to write correspondence and reports and produce written documents with clearly organized thoughts using proper English sentence construction, punctuation and grammar.

COMPUTER

Computer skills necessary. (Knowledge of Excel is preferred).

MANAGERIAL RESPONSIBILITY

N/A

SUPERVISORY / ORGANIZATIONAL CONTROL

May assist in scheduling and training of the volunteers.

COMPLEXITY

Work is governed by broad instructions, objectives, and policies. Work requires attention to detail, considerable initiative and independent analytical and evaluative judgment.

OVERALL PHYSICAL STRENGTH DEMANDS: LIGHT – Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree; sitting majority of time.

**YOUNGTOWN LIBRARY CLERK
APPLICATION SUPPLEMENTAL QUESTIONNAIRE
2019**

This supplemental questionnaire will assist in determining the level of experience and qualifications of applicants relating to the Library Clerk position. Completion of the supplemental questionnaire is required to be considered for the position.

Please limit your responses for each question to one page, typed, double-spaced, on a separate sheet of paper.

- I. You are required to work independently at times. Provide some examples in which you were required to do this in the past.

- II. Describe how you have handled multi-tasking in your past work experience.

- III. What is your experience in dealing with customers, and do you feel the customer is always right? Please explain.

- IV. Describe the circumstances of a difficult situation you encountered with a co-worker, and describe how you handled it for a positive result.

- V. Explain why you think you are the right person for this position.



TOWN OF YOUNGTOWN
12030 CLUBHOUSE SQUARE
YOUNGTOWN, ARIZONA 85363
OFFICE (623) 933-8286
TDD (623-974-3665)

APPLICATION FOR EMPLOYMENT

All applicants for all positions are considered without regard to race, color, religion, sex, national origin, age, disability or veteran status, or any other legally protected status. A qualified individual with a disability may request a reasonable accommodation during the employment process. Employment eligibility is verified through the E-Verify program as required by A.R.S. § 41-440.

For application to be considered, you MUST: 1) type or print all answers; 2) supply all requested information, resumes may only serve as a supplement; 3) not falsify the application in any way; 4) provide comprehensive employment information, including volunteer work. The information you provide will determine your qualifications for employment or eligibility for evaluation.

GENERAL INFORMATION:

POSITION APPLYING FOR _____	
NAME _____ (LAST) (FIRST) (INITIAL)	
ADDRESS _____ STREET CITY/STATE ZIP	
PHONE: HM () _____ - _____ MSG () _____ - _____	
Are any of your relatives (marriage also), employed by the Town of Youngtown? YES ___ NO ___ IF SO, WHAT DEPT? _____	

I will accept (check all that apply):

REGULAR

___ Full-time

___ Part-time

TEMPORARY

___ Full-time

___ Part-time

SHIFT 10AM – 4PM ONLY ___ EVENINGS ___ NIGHTS ___

ROTATING SHIFTS ___

Have you ever been convicted of any violations of federal, state, local or military law or statute?

Yes ___ No ___ (if yes, explain

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

EDUCATION, TRAINING AND SKILLS

CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12 OR GED

Colleges/university or Trade Schools	City/State	Major Coursework	Sem. Hrs.	Degrees Completed

Professional Certificates, Licenses or Memberships:

Driver's License? Yes ___ No ___ Classification _____ License Number _____

List any specialized training you may have received that relates to this position (include number of hours and course content)

List any equipment that you are able to operate that relates to this position

Language Proficiency (other than English)
Language _____ Speak Read Write

Have you ever served in the U.S. Armed Forces? ___ yes ___ no

From (mo/yr) _____ To: _____

Type of Discharge _____

Specialized training or experience: _____

EXPERIENCE: Begin with your present or most recent position. List all jobs held, paid, or volunteer, over the last ten years. Your qualifications will be evaluated on the basis of the information provided on this application. You may attach a separate sheet if additional space is needed, or to include applicable experience prior to ten years ago.

Employer #1 Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____ _____ Supervisor _____ _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ To _____ _____ To _____ _____ To _____ _____ To _____	_____ _____ _____ _____

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer #2 Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____ _____ Supervisor _____ _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ To _____ _____ To _____ _____ To _____ _____ To _____	_____ _____ _____ _____

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer #3 Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
Supervisor _____	_____	_____	_____ To _____	_____
Phone # _____	_____	_____	_____ To _____	_____
# of employees you supervise: _____	_____	_____		_____

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer #4 Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____ To _____	_____
Supervisor _____	_____	_____	_____ To _____	_____
Phone # _____	_____	_____	_____ To _____	_____
# of employees you supervise: _____	_____	_____		_____

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

READ THIS APPLICATION AND YOUR ANSWERS BEFORE SIGNING BELOW

By signing this application, I certify that all information on this form is true to the best of my knowledge, and any omissions or mis-statements of facts may be cause for rejection of this application or discharge from Town service. I also authorize the Town of Youngtown to make all necessary and appropriate investigations allowable by law to verify the information provided. It is my responsibility to keep my department head advised about any changes of address or phone numbers.

DATE

SIGNATURE

Rev. 3/7/19

EOE