JOB ANNOUNCEMENT

Job Title: Part Time Library Aide (20 hours/week)

Status: **Temporary (Summer Only)**

Salary: \$7.25/Hour

Open Date: April 12, 2013 Closing Date: April 26, 2013 at 5:00 p.m.

Description:

Assists the Library Director in library operations & circulation, including performing daily library functions and assisting the Library Director with reports, special programs, etc. Position requires working evening and weekend hours.

Qualifications:

Knowledge of good customer service principles; the Dewey Decimal System. Ability to work well with adults and children; perform basic mathematical computations; understand and follow verbal and written instructions; speak and write effectively; type accurately at a speed of 30 wpm; learn to operate standard word processing and spreadsheet computer software; establish and maintain effective working relationships with organizations, schools, employees, and the general public.

Environmental Factors:

Exposure to molds and dust

Content:

A City of Taylor Application is required for this position. Please send your application to: **Mail or Deliver to:** Human Resources, City of Taylor, 400 Porter St., Taylor, Texas 76574

Ouestions:

Email: starla.hall@taylortx.gov

Phone: 512-352-5993

Website: www.taylortx.gov

The City of Taylor is an *Equal Opportunity Employer*. Minorities are encouraged to apply.



JOB DESCRIPTION

Class No: 632A Job Title: Library Aide (Summer PT)

Pay Group: EEOC Category: Office & Clerical

Date: March 18, 2013 FLSA Category: Non-Exempt

BRIEF DESCRIPTION OF THE JOB: Assists the Library Director in library operations & circulation, including performing daily library functions and assisting the Library Director with reports, special programs, etc. Position requires working evening and weekend hours.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Library Director

Directs: This is a non-supervisory position.

Other: Has frequent contact with the general public, other city departments, schools, and

organizations.

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av.	Strength*	Physical
	% of		Demand
	Time		Code*
Works the circulation desk, re-shelve and shift materials,	15%	L	ABCDEF
operation of automated library system, assists patrons in			GHIJKMQ
checking out, returning, locating materials & information,			R S
using computers, answering the telephone. Explains library			
policy and procedures.			
Assist with technical & physical processing of purchased,	10%	L	ABCDEF
acquired and donated library materials.			GHIJKMQ
			R S
Assists with compilation of daily circulation statistics,	5%	L	BHIQRS
including sorting, counting, and alphabetizing			

Provides quality customer service to the general public,	20%	L	ABCDEG
City staff, and all other work contacts: Assist patrons with			HIMPQRS
library computers, prepare & conduct library programs			
(story time, Head Start, etc.), put up seasonal decorations,			
use various equipment.			
Reshelve all library materials; maintain shelf order; shift	40%	L-M	ACDEFG
materials especially during library rearrangement and			HJKMNQ
inventory; and occasionally moves heavy object such as			
furniture, bookshelves, computers, and other equipment.			
Performs various light custodial tasks such as dusting,	5%	L	CDEFGJ
emptying waste baskets, cleaning library materials, etc.			M Q
Performs such other duties as may be assigned (book repair,	5%	S-L	ABHIQU
scanning, etc.)			

PHYSICAL DEMANDS:

1. Overall Strength Dem	and		
Sedentary _ <u>X</u> _ Li	ight to Medium _	Heavy Very	Heavy
2. Frequency for each p	hysical demand listed in	Essential Duties:	
	F. G. Reaching O. H. Handling F. I. Fine Dexterity O. J. Kneeling O. K. Crouching	R_L. Crawling O_M . Bending R_N. Twisting R_O . Climbing O_P. Balancing	C Q. Vision C R. Hearing F S. Talking R T. Foot Controls U. Other

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	To assist patrons in locating information & materials; to work at circulation
	desk; to assist in shelving books
SITTING	To type; to complete limited desk/phone work
LIFTING/CARRYING	Single books (1 to 15 lbs.); stacks of books
PUSHING/PULLING	To push/pull book carts (up to 200 lbs. Of exertion when full); to push/pull
	heavy books on or off shelf
REACHING	To access books on high shelves (standard stacks are 5'5" or 6'6" high); to
	check books in/out and assist patrons while working over a circulation counter
HANDLING/FINE	For most tasks including all activities related to shelving and working at
DEXTERITY	circulation desk; to handle books and other materials; to operate computer; to
	write
CROUCHING/BENDING	To access books on low shelves; to sort books onto carts while working at
	circulation desk; to shelve books on low shelves

KNEELING	To access materials on low shelves; to shelve books on low shelves; to repair
	and maintain low equipment
CLIMBING/BALANCING	To access books and/or shelve books on high shelves using a step stool
	(standard stacks are 5'5" or 6'6" high)
TWISTING	
VISION	For all aspects of job; to shelve books to work at circulation desk, to operate
	computer
HEARING/TALKING	To communicate with patrons and library staff

NON-PHYSICAL DEMANDS:

O	_time pressures	O	_noisy/distracting environment
R	_emergency situations	O	_tedious exacting work situation
R	_irregular schedule/overtime	C	_working closely with others as part of a team
<u>R</u>	_danger/physical abuse	F	_performing multiple tasks simultaneously
Ο	_frequent change of tasks		_other (describe below)
R	_varying periods of idle time inter	sperse	ed with emergencies requiring intense concentration
			JENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the
ime) R	R-RARELY (Less than 1 hour per week)		

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Computer, copier, printer, microfilm reader/printer, scanner, telephone, fax, barcode reader/wand.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Exposure to molds and dust

KNOWLEDGE AND ABILITIES:

Knowledge of: - Good customer service principles; the Dewey Decimal System

Ability to: - Work well with adults and children

- Perform basic mathematical computations

Understand and follow verbal and written instructions

Speak and write effectively

Type accurately at a speed of 30 words per minute

Learn to operate standard word processing and spreadsheet computer software

Establish and maintain effective working relationships with organizations, schools, employees, and the general public

Work required evening and weekend hours or other schedules as assigned.

ACCEPTABLE EXPERIENT None required	CE AND TRAINING:	
CERTIFICATES/LICENSES None required	S REQUIRED:	
further affirm that I can perfo	orm them as described with or with	d demands required of this position and out accommodations. This job description change as deemed appropriate by the City
Applicant or Employee:		
Printed Name	Signature	Date



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Phone: 512/352-5993 www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA			FOR OFFIC	E USE ONLY
(LAST NAME)	(FIRST NAME)	(INITIAL)	Received	Ltr sent
			Refs chkd	Bkgd ck
(STREET ADDRESS, RFD, P.	O. BOX)		Interview	Hired
(CITY)	(STATE)	(ZIP CODE)		
Phone Numbers:()		Social Security Number		
()		Position(s) Applied for		
Date you would be availab	ole to start work?		_	
Check type of work you a	re seeking: Reg	gular Temporary	□ Part time	☐ Full time
Have you ever filed an app	olication with the City of	Taylor before? ☐ Yes ☐	No If yes	s, when?
Have you ever been emplo	oyed here before?	□ Yes □ No	If yes, when	?
Are you related to any per If yes, list name and relation	1	of Taylor? Yes N	Го	_
Minimum Salary Requesti	ng \$ per			
Name of School Attended	City/State	Dates Attended From To		oloma or Degree eived

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start vand work backward. If you need additional space, please continue of additional sheets or resume if needed.		
May we contact your present employer? \Box Yes \Box No		
Employer	Employed From:	То:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	
Employer	Employed From:	То:
Employer	Employed From.	10.
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	
		m
Employer	Employed From:	То:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

		•			k in the United States in order to be gally authorized to work in the
Have you ever adjudication?	Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?				
applying require for employment	res the operation of	of a motor vehi ment or an om	icle. Conviction ission will disc	on will not resul qualify you. Th	e position for which you are t in your automatic disqualification e seriousness of the crime, the date d.)
Date of Offense	Type of	Le	evel and Degree of Of	fense	Court Disposition (Convicted, Deferred Adjudication)
Month/Year	Offense	Felony	Misdemeanor	Other Crime	
Do you have a current Texas Driver's License?					
Type of license: Class C CDL Other If you are 18 years old or younger please give your date of birth					

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION		
AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.					
I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.					
I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.					
I understand that offers of employment are conditioned upon my passing a Drug Screening.					

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an "at-will" employer and

only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant:



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EEOC STATISTICAL DATA FORM

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

<u>PLEASE NOTE</u>: The information requested on this form will be used for <u>statistical reporting purposes only</u>. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX			AGE (in years)
	Male		Under 40
	Female		40 and above
RACIA	AL/ETHNIC GROUP	<u>HOW</u>	DID YOU FIND OUT ABOUT THE JOB?
	Caucasian (Not of Hispanic Origin)		Posted Job Announcement
	Black (Not of Hispanic Origin)		Texas Employment Commission
	Hispanic Origin		Current Employee
	Asian or Pacific Islander		Friend
	American Indian or Alaskan Native		Newspaper
			Just walked in
			Other (specify)
<u>DISAI</u>	<u>BILITY</u>		
Do yo	ou have a disability? \square Yes \square	No	
•	s described as: 1) physical or mental impairment whement; or 3) being regarded as having such an impairment		stantially limits a major life activity; 2) previous record of



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Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's name (Print or Type)	Date
Applicant's signature	Social Security Number
Address	Phone

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

_____, have been notified that a computerized criminal

history (CCH) verification check will be performed by Website and will be based on <u>name and DOB</u> information	accessing the Texas Department of Public Safety Secure ation I supply.
represent true identification to criminal history, the history check is not allowed to discuss <u>any</u> information	t an exact search and only fingerprint record searches e organization (as listed below) conducting the criminal on obtained using this method, therefore the agency may rformed to clear any misidentification based on the name v could not be mine.
analysis through the Texas Department of Public Sa have been made aware that in order to complete t form from this agency, make an online appointmen pay a fee of \$9.95 to the fingerprinting services comp	ncy receives the data from DPS, the information on my
(This copy must remain on file by your agence	
Signature of Applicant or Employee	Please: Check and Initial each Applicable Space
 Date	CCH Report Printed: YESNOinitial
CITY OF TAYLOR	Purpose of CCH:
Agency Name (Please print)	
	Hire Not Hiredinitial
STARLA A. HALL	Date Printed:initial Destroyed Dateinitial
Agency Representative Name (Please print)	Destroyed bateinitial
	Retain in your files

Date

Signature of Agency Representative



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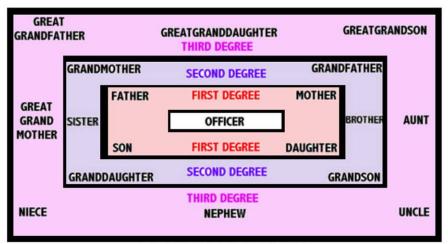
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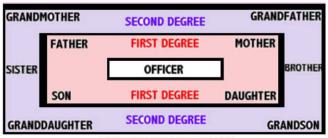
NEPOTISM CERTIFICATION

Applicant's N	ame		
Position(s) Ap	oplying Fo	or:	
(marriage) or	within the	third degree	City of Taylor who is related within the second degree of affinity e of consanguinity (blood) to any member of the City Council, City ould supervise his or her job performance. (See the chart below.)
Are you or yo any way?	-	•	lood to any of the above parties or to your prospective supervisor in If yes, please explain
		-	J , r r

Nepotism Charts



CONSANGUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

 Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature Date
