July 6, 2021

Dear Applicant,

Thank you for your interest in our library assistant position. This position is part-time, typical hours are Wednesday and Friday 12-5 p.m. There will be times in our schedule that may require you to work Saturday or another day during the week-staff training, outside the library meetings, and special events. Upon receipt of your completed application you will be asked to submit a video Storytime of a book of your choosing and a written book review of the last book your read or any book that you have enjoyed. If you have further questions, please reach out to me at library@townofspringcitytn.org; if you wish your may submit your completed application via email.

Thank you,

Cindy Wilkey (she/her)
Audrey Pack Memorial Library
Certified Library Manager
169 West Rhea Avenue
Spring City, TN 37381
(423) 365-9757
library@townofspringcitytn.org

Library Assistant I & II

Library assistants will help the Library Director with all aspects of running a library. They assist patrons, organize library materials and information, and do clerical and administrative tasks. Library assistants will assist in library programming, teach patrons how to access the library's resources, and assist patrons with the technology. Library assistants report directly to the Library Director.

Essential Functions

Answers reference questions and refers as necessary to Library Director for the purpose of helping patrons.

Assists in setting library action items in support and purpose of helping patrons and may plan and supervise special programming, i.e. Children's Storytime, Summer Reading Program, etc.

Plans and submits social media posts, i.e. Instagram, Facebook, website.

Assist in partnering with the community, local schools, daycares, senior centers, other city departments for the purpose to respond to patron needs.

Plan and implement age appropriate library programs for the purpose of responding to patron needs.

Recommends books and provide Reader's Advisory in response to patrons' needs.

Understands and provides appropriate customer service to all members and visitors to the library.

Duties

- Loan library materials to patrons and collect returned materials
- Sort and shelve library items
- Catalogue and maintain library materials
- Handle interlibrary loans
- Register new patrons and issue library cards
- Answer routine reference questions from patrons
- Perform routine clerical tasks such as copy, scan, fax, answer phone, and file management
- Process library fine and fee monies
- Perform cleaning and custodial tasks including dusting, sweep/mop, clean restrooms, vacuum, and basic housekeeping.
- Help plan and participate in library sponsored programming

- Remain competent and current by attending library training; participate in continuing education required by the Library Director.

Qualifications

Verbal, written, listening, and communication skills are required. Must be able to perform basic math skills and understand written or oral directions.

High school diploma or GED required; work in education, child care center, library, office environment preferred.

Have working knowledge of Microsoft Office, Outlook, Google applications, social media such as Facebooks, Instagram, etc.

Have the ability to work alone and with others to meet given deadlines, must demonstrate resourcefulness, organization, and attention to details.

Have the ability to problem solve and find innovative solutions to a wide variety of situations and issues that may arise.

Have the ability to learn new technology and its applications and in return demonstrate technology to patrons.

Uphold library policies; maintain the privacy of all library members and maintain the integrity of the library.

Contributes to the overall success of the library by performing all other essential duties and responsibilities as assigned.

Contributes to a work environment that encourages knowledge of, respect for, and the development of skills to engage with those of other cultures and backgrounds.

Have the ability to make policy based decisions in regards to patrons and the library.

Working Environment

Punctuality and reliability is required

Flexible work schedule including Saturday hours

Outside work; changing library sign, parking lot/grounds maintenance

Push/pull at least 75 pounds and lifting at least 50 pounds

Prolonged movement; standing (50%), bending, reaching, walking (40%), kneeling, crawling, sitting (10%)

Light exposure to dust

Dress is business casual:

No shorts (unless allowed by Library Director during outside programming).

No spaghetti straps, tank tops must be 2-inches wide unless continually covered by a shirt or jacket.

Appropriate neckline for working with children and the public, tops should not be see-through.

Skirts and dresses must be knee length; should be appropriate for kneeling, bending, and reaching.

All clothing should be neat, clean, and in good condition.

T-shirts that support local schools, groups, higher education, and literacy are allowed. T-shirts that promote intolerance, alcohol, or are in poor taste are not allowed.

Leggings, exercise apparel are not allowed during business hours.

Jeans are acceptable, no holes or rips allowed.

Approved 08/19/2020

Town of Spring City Application for Employment

As an EQUAL EMPLOYMENT OPPORTUNTIY/AFFIRMATIVE ACTION EMPLOYER, THE TOWN OF SPRING CITY does not discriminate against applicants or employees because of their age, race, color, religion, national origin, sex (except where sex is a bonafide occupational qualification) or on any other basis prohibited by law. Furthermore, THE TOWN OF SPRING CITY will not discriminate against any applicant or employee because he or she is mentally or physically disabled, a disabled veteran, or a veteran of the Vietnam era, provided he or she is qualified and meets the requirements established by THE TOWN OF SPRING CITY for the job.

PLEASE PRINT CLEARLY	DATE:

NAME: (LAST) (FIRST) (MIDDLE)	
CURRENT ADDRESS: (STREET)	PHONE NUMBER ( ) -
(CITY) (ZIP)	ALTERNATE PHONE NUMBER ( ) -

MAILING ADDRESS, IF DIFFERENT FROM ABOVE

(STREET OR PO BOX)
(CITY) (ZIP)

POSITION APPLYING FOR (MUST BE ADVERTISED):	☐ FULL-TIME ☐ PART-TIME

ARE YOU 18 YEARS OR OLDER?	SALARY DESIRED:
DATE AVAILABLE TO WORK:	HAVE YOU WORKED FOR THE TOWN OF SPRING CITY BEFORE?
ARE YOU WILLING TO TAKE A PHYSICAL EXAM AT OUR EXPENSE IF THE NATURE OF THE JOB REQUIRES ONE?	DO YOU HOLD A VALID TENNESSEE DRIVER'S LICENSE? DRIVER'S LICENSE # _____ EXPIRATION DATE: _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?

To comply with the Immigration Reform and Control Act of 1986, if you are hired, you will be required to provide documents to establish your identity and your authorization to be employed in the United States. Such documents will be required within the first three (3) business days following your hire or upon your first work day if your employment period will be less than three (3) days.

Have you ever been convicted of a crime (misdemeanor or felony)?

YOU MAY OMIT TRAFFIC VIOLATIONS FOR WHICH YOU PAID A FINE OF $30 OR LESS

If yes, please explain: (WHERE) (WHEN) (CHARGED) (SENTENCE)

RECORD OF EDUCATION

NAME OF SCHOOL BEGINNING WITH HIGH SCHOOL	DATE AND ADDRESS	DEGREE OR EQUIVALENT COMPLETED

List any special skills or abilities which directly relate to the job for which you are applying.

_____

_____

_____

_____

_____

REFERENCES

NAME	ADDRESS	PHONE

LIST PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD.
YOU MAY EXCLUDE MEMBERSHIP WHICH WOULD REVEAL GENDER, RACE, RELIGION, NATIONAL ORIGIN, AGE, ANCESTORY, DISABILITY, OR OTHER PROTECTED STATUS

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WORK HISTORY

CURRENT OR LAST EMPLOYER			ADDRESS
OFFICIAL JOB TITLE			SUPERVISOR
FROM (MONTH/YEAR)			TO (MONTH/YEAR)
REASON FOR LEAVING			MAY WE CONTACT EMPLOYER?
STARTING PAY	ENDING PAY	HOURS/WEEK	OFFICIAL JOB TITLE
DETAIL OF DUTIES •			

CURRENT OR LAST EMPLOYER			ADDRESS
OFFICIAL JOB TITLE			SUPERVISOR
FROM (MONTH/YEAR)			TO (MONTH/YEAR)
REASON FOR LEAVING			MAY WE CONTACT EMPLOYER?
STARTING PAY	ENDING PAY	HOURS/WEEK	OFFICIAL JOB TITLE

DETAIL OF DUTIES
•
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•
•

CURRENT OR LAST EMPLOYER			ADDRESS
OFFICIAL JOB TITLE			SUPERVISOR
FROM (MONTH/YEAR)			TO (MONTH/YEAR)
REASON FOR LEAVING			MAY WE CONTACT EMPLOYER?
STARTING PAY	ENDING PAY	HOURS/WEEK	OFFICIAL JOB TITLE
DETAIL OF DUTIES • • • • • •			

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.

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_____

NOTE TO APPLICANTS: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS FOR THE JOB FOR WHICH YOUR ARE APPLYING.

ARE YOU CAPAPBLE OF PERFORMING IN A REASONABLE MANNER THE ACTIVITIES INVOLVED IN THE JOB OR OCCUPATION FOR WHICH YOU HAVE A PPLIED? ☐ YES ☐ NO

AUTHORIZATIONS

I authorize investigation of all statements contained in this application and it is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of the application and/or for separation from City service if I have been employed. I hereby authorize any person or organization whose name I have given as a reference, or by whom I have been previously employed, to furnish the Town of Spring City any information they may have concerning me, and I hereby release all such persons and organizations from any claims for damages. I hereby authorize investigation of my criminal conviction record. I further authorize any physician who has examined or treated me for Worker's Compensation claims to give you a complete record and report of findings and opinions. I agree, if employed, to abide by all the rules, regulations, and ordinances of the Town of Spring City. I understand that the completion of this application for employment does not constitute an offer of employment. I certify that the information I have given is true and correct to the best of my knowledge.

Signature (please sign full name) _____ Date _____

NOTICE

We are committed to a drug-free workplace

ALL JOB APPLICANTS AND EMPLOYEES ARE SUBJECT TO DRUG TESTING

*Illegal Use or Possession
of
Drugs or Alcohol
May Lead to
Denial of Employment,
Termination,
and/or
Loss of Workers' Compensation Benefits!

T.C.A. Section 50-9-100, et. seq.

TENNESSEE DRUG FREE WORKPLACE