

The City of Wahoo, Nebraska is accepting applications for a part-time Library Aide/Circulation Assistant. This position processes, maintains and sorts library materials, assists patrons with library resources, and performs clerical duties. High school diploma or equivalent and working knowledge of various computer programs required as well as ability to learn library classification systems and procedures. Position starts at \$11.33/hr. Application form, pay and benefit information, and a full job description available on [www.wahoo.ne.us](http://www.wahoo.ne.us), Careers, by emailing [morrow@wahoo.ne.us](mailto:morrow@wahoo.ne.us), or in person at City Hall, 605 North Broadway, Wahoo, NE. Submit completed application forms to 605 North Broadway, Wahoo, NE. Position open until filled.



## **LIBRARY AIDE/CIRCULATION ASSISTANT**

*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

**SUPERVISOR:** Library Director

**SUPERVISE:**

### **SUMMARY DESCRIPTION**

Responsible for a variety of work to ensure the efficient provision of library services to the community. This position requires working with a variety of patrons, providing customer assistance and helping to control library behaviors and security.

### **EXAMPLES OF WORK PERFORMED**

**ESSENTIAL FUNCTIONS:** *The following examples of work are illustrative only and are not intended to be all inclusive.*

Shelf-reading, straightening books, replacing periodicals, dusting shelves, replacing book ends where necessary; ensures duties are performed according to established policies and procedures. May shelve books in absence of Library Shelver.

Advises and assists library patrons in the selection of various library materials and equipment.

Assists with processing of library materials by unpacking of material shipments, checking packing slips against box content, attaching labels, covering with book jackets, and attaching date due slips.

Assists with the maintenance of library materials by screening materials for mending and binding problems; repairs materials as needed.

Assists with circulation desk duties, including but not limited to circulating materials, checking library materials in/out, and emptying the book drop, etc. as needed.

Assists with customer service duties, including but not limited to answering the telephone, directing users to library resources, computer assistance, etc., as needed.

Assists in keeping library neat and orderly, including such tasks as pushing up books, ensuring that books are at end of shelves, and picking up trash.

Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Basic library procedures, methods and techniques.
- Standard reference and bibliographical books and tools.
- Principles of office practices and procedures.

### **Ability to:**

- Learn the library classification systems and online public access catalog system.
- Perform library and clerical tasks and operate office equipment and computer.
- Work with frequent interruptions and a high degree of public contact.
- Perform duties with thoroughness, accuracy and attention to detail.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with patrons, other employees and other agencies.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; may be required to work extended hours including evenings and weekends and may be required to travel outside of City boundaries to attend meetings

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; verbally communicate to exchange information.

## **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** Graduation from high school or equivalent GED; working knowledge in various computer software programs or any equivalent combination of training and experience that provides the required skills, knowledge and abilities.

**CITY OF WAHOO  
APPLICATION FOR EMPLOYMENT**

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Position: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State)

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

*This Application form is intended for use in evaluating your qualifications for employment. Please answer all appropriate questions completely and accurately. All applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin, disabilities or any other legally protected status. Testing of job-related skills and for the presence of alcohol and/or drugs in your body may be required prior to employment.*

**Availability**

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*(Please circle your answers)*

For which schedules are you available?      Weekdays      Weekends      Nights      Overtime shift

Have you ever been employed here before?      Yes      No

Are you over 21 years of age?      Yes      No

Are you lawfully authorized to work in the United States?      Yes      No

Date available for work: \_\_\_\_\_

Type of employment desired:      Full-time      Part-time      Temporary      Seasonal      Other

List states and counties of residence for the past seven (7) years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History**(List past employers, starting with the most recent, including military. List others on separate page)

Employer \_\_\_\_\_

Address \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start \$: \_\_\_\_\_ Final: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Employer \_\_\_\_\_

Address \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start \$: \_\_\_\_\_ Final: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Employer \_\_\_\_\_

Address \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start \$: \_\_\_\_\_ Final: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Employer \_\_\_\_\_

Address \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start \$: \_\_\_\_\_ Final: \_\_\_\_\_

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Security**

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Have you ever used any names or social security numbers other than those on this application?  
Yes No

If so, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Job Duty Information**

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Have you received a description of the job or been made aware of the essential functions of the job you are applying for? Yes No

If the job requires, do you have the appropriate valid driver's license? Yes No

DL #: \_\_\_\_\_ Type: \_\_\_\_\_ State: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Have you had your driver's license suspended or revoked, or had your driving privileges modified by a court of law? Yes    No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all states from which you hold or have held a driver's license: \_\_\_\_\_  
\_\_\_\_\_

**Educational Background**

Name and Location	Years Completed	Did you Graduate?	Course of Study
High School _____			
College _____			
_____			
_____			

**Skills and Qualifications**

Summarize special skills and qualifications acquired from employment or other experience that may qualify you for work with us. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any other licenses or certificates you may have that relate to the position applied for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## References

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Include any individuals familiar with your work ability. Do not include relatives.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_  
Relationship \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Years Known \_\_\_\_\_  
Relationship \_\_\_\_\_

## Comments

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## Certification and Release

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I certify that I have read and understand foregoing Application for Employment and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this Application may result in rejection of my Application, rescinding an offer, or discharge at any time during my employment.

I hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the City of Wahoo. I authorize the City of Wahoo and/or its agents, including consumer reporting bureaus, to verify any of the information contained on this Application including, but not limited to, criminal history and motor vehicle driving records prior to or upon my employment by the City of Wahoo. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information.



I understand that the use of illegal drugs is prohibited during employment. As company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

**Furthermore, I understand that, if hired, my employment will be strictly at will. That means that my employment is for an indefinite period and that the City of Wahoo or I may terminate the employment at any time, for any or no reason, with or without notice or intermediate steps, subject, however to personnel policies of the City of Wahoo. I further understand that no verbal statements or statements in any City of Wahoo policy or procedure manual, employee handbook, or other document shall be construed to have altered the at-will nature of my employment. I understand that no representative of the City of Wahoo has the authority to make any assurance to the contrary.**

I have read and reviewed the information provided in this Application and the above statements. By signing this Application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

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

## CITY OF WAHOO, NEBRASKA

This provides an outline of available benefits for **Regular Part-time** employees as of January 1, 2018. Further details are available in the City of Wahoo Personnel Policy Manual and insurance and retirement plan documents.

### **Salaries:**

Salary scales have been established for each job description. Annual performance evaluations are conducted for all employees.

**Vacation:** Regular Part-time (year-round) employees earn one week of vacation annually, after the anniversary date.

Vacation is earned based on the number of hours normally worked during one week. (If you usually work 22 hours per week, you earn 22 hours of vacation time; if you normally work 10 hours per week, you earn 10 hours.) Accrued vacation is paid out at termination.

**Holidays:** Eleven holidays are observed by the City of Wahoo: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. A regular part-time employee normally scheduled to work on a day which is an observed holiday, is entitled to receive holiday pay based on the normal scheduled hours of work.

**Floating Holiday:** One "floating holiday", based on the number of hours normally worked in a day, is earned each January. A Floating Holiday is used like a vacation day.

**Personal Leave:** Part-time employees do not earn Personal Leave.

**Overtime:** Overtime is calculated after 40 hours worked in any one week (includes vacation or holiday leave taken during the week) and is paid at 1 ½ times regular hourly wage.

### **RETIREMENT PLAN:**

Regular Part-time employees who work at least 20 hours per week are eligible to participate in the retirement plan. The City of Wahoo provides a defined contribution retirement plan for its employees. Participating employees contribute 6% and the City contributes a matching 6%. Employees select investment options from list of available funds. Eligible to enroll after six months of employment. Vesting in the City's contribution to retirement funds occurs as follows:

After 1 year of service	0%
2	20%
3	40%
4	60%
5	80%
6	100%

**INSURANCE :**

Part-time employees who regularly work less than 30 hours per week do not receive insurance benefits.

Those who work 30 hours per week or more regularly are eligible for group health insurance through Blue Cross Blue Shield. Benefit information provided here is subject to change, as premiums and employer/employee contributions are reviewed annually. Insurance benefits are effective on the first day of the month following 30 days of employment. If dependents are not enrolled immediately, there are waiting periods for full benefits or additional premium requirements. (The exception would be a qualifying event – marriage, birth of a child, loss of employment by the spouse – but enrollment must occur within 30 days of the event)

**Health Insurance:**

At the present time the City of Wahoo pays all but 8% of monthly premium for health insurance for employee and 75% of premium for covered dependents. Two health insurance options are available: a PPO plan with \$2,000 individual deductible or a \$3,000 individual deductible HSA-qualified plan.