



Job Opening

Children's Library Assistant

Job Title:	Children's Library Assistant (1 position available)	Location:	Millersville Public Library, 1174 Louisville Highway, Millersville, Tennessee 37072
Department/Group:	Sumner County Libraries	Position Type:	Part-time (20 hours/week)
Date posted:	August 9, 2017	Posting Expires:	Until filled
External posting URL:	http://www.sumnertn.org/Links_Resources/Job_Openings		

Applications Accepted By: E-mail or Postal Mail

E-MAIL: mpl.librarymanager@gmail.com SUBJECT LINE: RE: Children's Library Assistant Clerk	MAIL: Millersville Public Library of Sumner County Attn: Library Manager P.O. Box 213 Millersville, TN 37072
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Job Description

The employee will be expected to provide extended contact and communication with library patrons and guests, specifically children and adults attending story time programs. The employee will also be expected to engage children ranging in age from birth to age eleven in reading stories, telling stories, singing songs, playing games, and creating arts and crafts. Other employee expectations include performing library clerical work associated with the functions of a library. All work will be performed according to well-defined procedures.

Role and Responsibilities

The Children's Library Assistant Clerk primary role is to work mostly in the Children's Library in order to efficiently serve all patrons and guests. Responsibilities include, but are not limited to, the following tasks:

- Assist Children's Librarian in preparation for and execution of engaging story time programs
- Assist library patrons and guests with locating materials and with their use of computers
- Check library books in and out of the library and explain borrowing procedures to library patrons
- Shelve library materials with accuracy; assist in the cleaning and organization library materials
- Answer telephone calls, transfer calls and provide information to callers
- Operate office machinery such as the photocopier, fax machine, and computer

Minimum Qualifications

Possession of a high school diploma or a high school equivalency diploma.

Preferred Skills

The ideal candidate will have the ability to understand and follow both verbal and written instructions, to effectively speak and write, and to establish and maintain effective working relationships with co-workers, library patrons and the general public. The ideal candidate will also be self-motivated and able to use initiative and independent judgment, in addition to having creative abilities in storytelling, singing, and crafting.

The candidate must have the stamina for extended periods of walking, standing, sitting, bending, stooping and kneeling. The candidate must be willing to assume additional responsibilities as needed to assist in maintaining and operating the library.

The candidate must be willing to work some evenings and Saturdays.



Application for Employment

Sumner County Government

Type of Position Applying for: _____ Date: _____

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
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CURRENT ADDRESS	CITY	STATE	ZIP	COUNTY
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HOME PHONE	WORK PHONE	CELL (OPTIONAL)
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E-MAIL ADDRESS	SOCIAL SECURITY NUMBER (OPTIONAL - REQUIRED UPON EMPLOYMENT)
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ARE YOU UNDER THE AGE OF 18? YES <input type="checkbox"/> NO <input type="checkbox"/>	ARE YOU A U.S. CITIZEN? YES <input type="checkbox"/> NO <input type="checkbox"/> IF NOT A U.S. CITIZEN, ARE YOU ELIGIBLE FOR LAWFUL EMPLOYMENT IN THE U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
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DATE AVAILABLE	NAME USED ON TRANSCRIPTS	PROOF OF IDENTITY, CITIZENSHIP OR LEGAL RIGHT TO WORK IN THE U.S. WILL BE REQUIRED UPON HIRING.
SALARY RANGE DESIRED:		

HAVE YOU EVER BEEN EMPLOYED BY ANY DEPARTMENT OF SUMNER COUNTY GOVERNMENT? YES NO IF YES, EXPLAIN
 IF YES, WHEN? _____ DEPT./POSITION _____

HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF ANY LAW VIOLATION OTHER THAN TRAFFIC VIOLATIONS? YES NO IF YES, EXPLAIN

DATE	PLACE	CHARGE	DISPOSITION

EDUCATION - SKILLS - ABILITIES

Type of School	Name, City & State	Years Attended From/To	Circle Highest Year Completed	Diploma, GED or Degree	List Degree and/or AREA OF CONCENTRATION
High School			9 10	Yes No	
			11 12		
College (Undergraduate)		To	1 2	Yes No	
			3 4		
College (Graduate)		To	1 2	Yes No	
			3 3		
Trade School		To	1 2	Yes No	
			3 4		

PROFESSIONAL LICENSURE OR CERTIFICATION

ARE YOU LICENSED TO PRACTICE IN ANY PROFESSION? Yes No

IF YES, LIST BELOW:

PROFESSION	LICENSE NUMBER	ISSUING AGENCY	EXPIRATION DATE
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PROFESSION	LICENSE NUMBER	ISSUING AGENCY	EXPIRATION DATE
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PROFESSION	LICENSE NUMBER	ISSUING AGENCY	EXPIRATION DATE
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HAS YOUR PROFESSIONAL LICENSE EVER BEEN REVOKED OR SUSPENDED? Yes No

IF YES, EXPLAIN:

MILITARY SERVICE RECORD

BRANCH SERVICE	FROM DATE	TO DATE	KIND OF DISCHARGE RECEIVED
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EXPLAIN ANY SPECIAL MILITARY SCHOOLING RECEIVED THAT WOULD ASSIST YOU TO FULFILL THIS POSITION?

PREVIOUS WORK EXPERIENCE - PAST FIVE YEARS (BEGIN WITH MOST RECENT EMPLOYMENT - ADD PAGES IF NECESSARY)

EMPLOYER NAME _____ FROM _____ TO _____
MONTH/YEAR MONTH/YEAR

ADDRESS _____ PHONE NUMBER _____
STREET CITY STATE

STARTING POSITION TITLE _____ LAST POSITION TITLE _____ LAST SALARY \$ _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

EMPLOYER NAME _____ FROM _____ TO _____
MONTH/YEAR MONTH/YEAR

ADDRESS _____ PHONE NUMBER _____
STREET CITY STATE

STARTING POSITION TITLE _____ LAST POSITION TITLE _____ LAST SALARY \$ _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

EMPLOYER NAME _____ FROM _____ TO _____
MONTH/YEAR MONTH/YEAR

ADDRESS _____ PHONE NUMBER _____
STREET CITY STATE

STARTING POSITION TITLE _____ LAST POSITION TITLE _____ LAST SALARY \$ _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

EMPLOYER NAME _____ FROM _____ TO _____
MONTH/YEAR MONTH/YEAR

ADDRESS _____ PHONE NUMBER _____
STREET CITY STATE

STARTING POSITION TITLE _____ LAST POSITION TITLE _____ LAST SALARY \$ _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

SKILLS AND ABILITIES PLEASE LIST ANY ADDITIONAL RELATED SKILLS FOR WHICH YOU HAVE TRAINING OR EXPERIENCE.

OFFICE AND COMPUTER SKILLS:

LIST SYSTEMS, SOFTWARE AND KNOWLEDGE LEVEL

TYPING/KEYBOARDING SPEED _____ WPM _____ 10-KEY BY TOUCH _____ TRANSCRIPTION OTHER _____

BILINGUAL SKILLS: VERBAL _____ WRITTEN _____

OTHER KNOWLEDGE , SKILLS AND ABILITIES RELEVANT TO POSITION TO WHICH YOU ARE APPLYING: _____

ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION - EXAMPLES INCLUDE CLASSES (INCLUDE DATES), CERTIFICATES, CURRENT LICENSES, SPECIFIC EQUIPMENT AND OTHER SKILLS.

REFERENCES

NAME	ADDRESS, CITY, STATE	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that any false answer or statement made by me on this application or any supplement that I have attached, or in connection with my application for employment with any department of Sumner County Government will be sufficient grounds for rejection of my application or immediate dismissal if I am employed.

I certify that all information listed on my application is complete and accurate to the best of my knowledge. I further understand that I will not be given any opportunity to update my previous experience declarations after I have been employed.

I hereby authorize Sumner County Government and its agents to conduct a thorough investigation of my background, including past employment, and agree to cooperate. I hereby release from liability all persons, companies, institutions or corporations supplying information requested pursuant to this application.

My signature below indicates that I understand these stipulations.

Applicant Signature _____

Date _____

NOTE: If you are applying for a position for the Sumner County EMS Department or the Sumner County Sheriffs's Office, you MUST complete the section on the Back of this page. ONLY applicants for either of those two departments are to complete that information.

SUMNER COUNTY EMS DEPARTMENT APPLICANTS ONLY

SUMMARY

Demonstrate your suitability for position sought by outlining your career objectives and elaborating on the factual material already presented. Show how your experience (educational, extracurricular and work) is relevant to the position, organization, and/or/ field of work for which you are applying.

Please give a brief explanation of your work ethics and habits.

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THIS SECTION TO BE COMPLETED BY EMS AND SHERIFFS'S DEPARTMENT APPLICANTS ONLY

SUMNER COUNTY EMS DEPARTMENT APPLICANTS

AND

SUMNER COUNTY SHERIFFS'S DEPARTMENT APPLICANTS

TO DETERMINE MY SUITABILITY FOR EMPLOYMENT, I AUTHORIZE THE SUMNER COUNTY EMS DEPARTMENT AND THE SUMNER COUNTY SHERIFF'S DEPARTMENT TO PERFORM BACKGROUND INVESTIGATIONS AS DEEMED APPROPRIATE. I UNDERSTAND THAT THIS MAY INCLUDE CONTACTING ANY INDIVIDUAL OR ORGANIZATION WITH WHOM I HAVE HAD CONTACT AND I AUTHORIZE ALL PARTIES TO FURNISH ANY INFORMATION THEY MAY HAVE. I RELEASE ALL PARTIES, INCLUDING THE SUMNER COUNTY GOVERNMENT AND ANY EMPLOYEES OR AGENTS FROM ANY AND ALL LIABILITY FOR ANY AND ALL DAMAGES WHATSOEVER INCURRED IN FURNISHING THIS INFORMATION.

I FURTHER AGREE THAT ALL REPRODUCED COPIES OF THIS STATEMENT AND MY SIGNATURE ARE VALID AS THE ORIGINAL.

APPLICANTS SIGNATURE _____

DATE _____

NOTE:

THE SUMNER COUNTY EMS DEPARTMENT AND THE SUMNER COUNTY SHERIFFS'S DEPARTMENT ARE DRUG FREE EMPLOYERS. ALL EMPLOYEES MUST ADHERE TO A NO-TOLERANCE DRUG POLICY, THEREFORE, APPLICANTS SELECTED FOR EMPLOYMENT MUST SUCCESSFULLY UNDERGO A URINALYSIS SCREENING FOR DRUG USE AS A CONDITION OF EMPLOYMENT.

IN ADDITION, CERTAIN POSITIONS REQUIRE APPLICANTS PASS A PHYSICAL, AGILITY ASSESSMENT AND/OR A PSYCHOLOGICAL EXAMINATION BEFORE EMPLOYMENT CAN BEGIN.