

APPLICATION PACKET



Full-Time Circulation Librarian

The Crittenden County Public Library is accepting applications for the full-time position of Circulation Librarian.

Qualifications are as follows: High School diploma and customer service experience working with the public. A background check will be conducted.

Starting salary is commensurate with experience. The successful candidate will work approximately 37.5 hours per week including two evenings until 6:00 p.m. and every other Saturday from 9:00 to 1:00 p.m.

Instructions:

Complete the attached application. Please include a cover letter and a copy of your current resume along with this application and return in person, by mail to CCPL, 204 W. Carlisle Street, Marion, KY 42064 or email to info@crittendenlibrary.org. Applications must be received by November 5, 2021 to be accepted.

For questions regarding this position, please contact:

Brandie Ledford, Director
Crittenden County Public Library
(270)965-3354
info@crittendenlibrary.org

The Crittenden County Public Library is an Equal Opportunity Employer.

Circulation Librarian

Job Summary: Catalogs library material, checks books and materials in and out, provides user assistance, and keeps circulation desk in order and any other duties the director assigns to them.

Job Duties:

- Pleasantly acknowledges everyone's presence with a smile, eye contact, or greeting.
- Checks in returned books and materials and places them on book trucks in order for them to be shelved.
- Shelves books.
- Checks out books and materials.
- Registers new users, filling out all cards and filing proper records.
- Gives directions to areas of the library.
- Helps users with reference service and explains how to use the computer catalog.
- Helps patrons using public-access computers.
- Takes requests for inter-library loans.
- Keeps circulation desk neat and orderly.
- Answers the telephone, provides information, and/or makes referrals.
- Collects fines and fees.
- Runs overdue stages 1-4 to notify patrons of overdue material. Mails letters in stages 3 and 4.
- Catalogs library material.
- Orders books and material for the library.

Job Requirements:

- Education/Experience: Para-Professional Certificate in 5 years.
- Ability to read
- Ability to communicate verbally and in writing
- Ability to use Microsoft Office programs, Internet
- Work with the public
- Filing skills, both alphabetical and numerical
- Work well with other staff members.

Physical Demands:

- General mobility
- Sitting
- Walking to assist patrons and supervise staff
- Reaching above the head to secure books
- Bending and kneeling to lower shelves
- Carrying 10-15 lb. of books and materials
- Handling books and materials
- Pushing and pulling equipment and book trucks up to 50 lb.

Work Environment:

- Inside work with occasional outside work.
- Exposure to dust and mold.
- Exposure to chemicals (I.e. cleaning materials, glues, and some solvents)
- Occasional work from a ladder and/or step stool
- Exposure to air borne diseases.

Work Devices:

- Computer Circulation Program
- General computer programs
- Copier
- Microfilm reader
- Printer
- Library audio/visual equipment
- Communication devices
- Fax machines
- Online computer databases.

Supervision: Works under the direct supervision of the library director. Supervises volunteers and pages as required.

Note: This job description does not necessarily reflect all aspects of the job function.

Employment Application – Please Complete All Pages

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
 Have you ever worked for this company? YES NO If so, when? _____
 Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

