

The City of Virginia, Minnesota is seeking a LIBRARY CLERK. Under the direction of the Library Director, this position involves repetitive, routine clerical work in a library setting involving basic computer and literary skills. The Library Clerk provides support services to patrons of various social, cultural, economic and educational backgrounds using excellent customer service skills. Knowledge, skill, and ability in library clerical functions as well as proven customer service experience are required. Starting hourly salary is \$24.78 per hour with an excellent benefits package. For a complete job description and application packet, visit the City's website at www.virginiamn.us/employment. All applications, with resume, must be received by 4:30 p.m. on January 11, 2019.

Posted on 12/28/2018

League of MN Cities website

CITY OF VIRGINIA
POSITION DESCRIPTION

Date Updated

12/28/18

Job Points 141

- I. **TITLE:** Library Clerk I
- II. **RATE OF PAY:** \$24.78/hr. (as of 01/01/2019)
- III. **REPORTS TO:** Library Director
- IV. **FLSA STATUS:** Non-Exempt (AFSCME)

V. **PRIMARY OBJECTIVE OF POSITION:**

This position involves repetitive, routine clerical work in a library setting involving basic computer and literary skills. This position provides support services to patrons of all types using excellent customer service skills. Knowledge, skill, and ability in library clerical functions as well as proven customer service experience are required.

Duties include charging library materials in and out, shelving library materials, data inputting, interacting with the public, and telephone answering. Work involves responsibility for routine circulation of library items, shelf maintenance and clerical functions using automated circulation system.

VI. **RESPONSIBILITIES** *(not meant to be inclusive of all duties to be assigned):*

1. Performs the full range of circulation desk procedures for all types of Library materials using an automated circulation system.
2. Assures accurate library shelving of library materials including but not limited to books, media, and periodicals by shelf reading and re-shelving, as necessary.
3. Compiles a variety of statistics concerning library usage, circulation, and shall maintain library records of such.
4. Carries out interlibrary loan procedures for incoming and outgoing library materials.
5. Carries out overdue item recall procedures and figures, collects and records fines.
6. Performs routine repairs on books, media, and other holdings, or prepares them for binding or extensive repairs.
7. Provides excellent customer service to all patrons including handling of routine complaints and questions.
8. Acts as resource for Library offerings including library materials, computer programs, programming, etc.
9. Answers telephones and provides routine information or refers and transfers calls.
10. Operates a variety of standard office and library machines.
11. Maintains and updates library computers under general direction of City IT Staff
12. Maintains periodical collection, as assigned.
13. Assists with library program preparation and implementation, as assigned.
14. Assists Librarian/Library Associates with their duties, as assigned.
15. Orders supplies utilizing purchase order system within the Library budget including the following steps, as assigned:
 - a. reconcile orders, verifying packing slips to invoices

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- b. review and prepare invoices for payment with proper account code
 - c. submits to Director for approval for payment
16. Daily reconcillation of cash drawers including preparing daily deposit of fines, fees, and copies to Accounting at City Hall, as assigned
17. All other duties as assigned.

VII. WORK SCHEDULE:

Per Labor Agreement - a normal forty (40) hour workweek shall consist of five days of eight hours each; flexible working hours may be required including split shifts, nights and/or weekends.

VIII. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability To:

1. Provide friendly, high quality customer service with citizens, vendors, and other City employees
2. Maintain composure in difficult situations including ability to explain policies and procedures to citizens who may be hostile, confused, and agitated; and resolves any discrepancies
3. Perform basic mathematical skills (adding, subtracting, multiplying, dividing)
4. Operate common office equipment such as computers, copiers, and fax machines
5. Understand and effectively carry out complex oral and written directions
6. Use analytical and critical thinking, as well as investigation in order to reach/recommend a solution or a decision to solve a problem or accomplish a task
7. Work effectively under pressure and/or frequent interruptions;
8. Meet deadlines, accept responsibility and accountability for the performance of duties;
9. Establish and maintain effective working relationships with team members, other departments, agencies, management, and the public;
10. Communicate effectively both verbally and in writing using English;
11. Perform repetitive detail oriented work with according to set procedures with great accuracy

Knowledge of:

1. Knowledge of popular literature and reading is preferred
2. Basic computer systems and ability to assist patrons with computer related questions is required (Examples may include: how to set up an email account, how to print and how to connect to wireless internet connections)

Skill in:

1. The use of a personal computer and Microsoft Office applications;
2. Efficiently organizing multiple tasks and analyzing information;
3. Interpreting and reviewing information whether as an individual or a contributing team member.

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MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS

Minimum Education/Experience

1. High school diploma.
2. Two (2) years of full-time clerical and/or customer service experience
3. A valid driver's license is required
4. Ability to type and do data entry at a minimum rate of 30 wpm
5. Ability to understand and use computer based applications
6. Ability to learn automated library system as well as other computer based applications required for the position
7. Ability to work well with the public
8. Ability to interpret and understand alphabetical/numerical sequences and classification system with great accuracy

Preferred Education/Experience

1. Two (2) years postsecondary level education and/or prior library work experience.
2. Five (5) years of full-time clerical and/or customer service experience
3. Knowledge of the community in which the library is located and an understanding of the true nature of rural and/or small communities and their libraries.

IX. PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

1. Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Work regularly requires speaking or hearing, using hands and fingers to handle or feel often using repetitive motions
3. Frequently requires standing, walking, sitting and reaching with hands and arms
4. Occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting;
5. Work requires close vision, distance vision, ability to adjust focus, depth perception, and color perception as well as ability to read;
6. Vocal communication is required for conveying detailed or important instructions to others accurately;
7. Hearing is required to perceive information at normal spoken word levels;
8. Work requires preparing and analyzing written or computer data, using general office equipment including writing utensils, electronic monitors and screens.
9. While performing the duties of this job, the employee is regularly required to talk and hear at normal office setting levels.

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X. WORK ENVIRONMENT:

1. This position is moderately active and requires standing and sitting for long periods of time, including walking, bending, kneeling, stooping, crouching, reaching and grasping all day.
2. Environmental characteristics generally typical of a normal office setting
3. Noise level is usually moderate
4. Nature of work allows for frequent interruptions and/or distractions
5. Works with persons of various social, cultural, economic and educational backgrounds on a daily basis.

SIGNATURES

Employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ ***Date*** _____

327 1st Street South Virginia, MN 55792
Phone (218) 748-7500



www.virginiamn.us
Fax (218) 749-3580

APPLICATION FOR EMPLOYMENT

We welcome you as an applicant for employment with the City of Virginia. It is the City of Virginia's policy to provide equal opportunity in employment. The City of Virginia will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as an employee.

The City of Virginia accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Sherry Erickson at 218-749-3578.

Please use ink, PRINT, and fill out this form completely. **A copy of your most recent resume must be attached along with at least three professional references.** All information contained on this application will be considered personal and confidential and used only in conjunction with your possible employment.

Position Desired _____ CHECK: Part-Time Full-Time
 Temporary Seasonal

Name FIRST MIDDLE LAST

Address _____ Date _____

City State Zip _____ Daytime Telephone _____

Email Address _____ Alternate Telephone _____

Are you legally eligible to work in United States in the position in which you are applying? (Proof of citizenship or work eligibility will be required as a condition of employment) Yes No Are you at least 18 years old? Yes No

EDUCATION & LICENSING

Last Grade of School Completed: 9 10 11 12 Post High School: 1 2 3 4 Grad School

Name and Location of High School: _____ Did you graduate or obtain a GED?
 Yes No

List College(s), University(s), Business, Trade, Technical, and/or Vocational School(s) attended: *Use back of application if additional space needed.*

Name and Address of School	Course of Study	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma/Degree
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

Do you have a driver's license? Yes No

If yes, what type? A B C D Other
Please include copies of any certificates/endorsements.

Received on _____

EXPERIENCE

List work history beginning with most recent experience first.

Name of Employer

Type of Business

Address

Phone

Dates Employed
From To

Starting Title

Last Title

Name of Supervisor

May we contact now?
 Yes No

Reasons for Leaving

Description of Job Duties

SELECT ONE:
 Full-Time Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Type of Business

Address

Phone

Dates Employed
From To

Starting Title

Last Title

Name of Supervisor

May we contact now?
 Yes No

Reasons for Leaving

Description of Job Duties

SELECT ONE:
 Full-Time Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Type of Business

Address

Phone

Dates Employed
From To

Starting Title

Last Title

Name of Supervisor

May we contact now?
 Yes No

Reasons for Leaving

Description of Job Duties

SELECT ONE:
 Full-Time Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status)

MILITARY EXPERIENCE

Did you serve in the Armed Forces? Yes No

Do you wish to apply for Veterans' Preference points? Yes No

Describe your duties in the Armed Forces:

If you are applying for Veteran's Preference Points, you must complete the enclosed "Application for Veterans' Preference points", and submit the application and required documentation to the City of Virginia by the application deadline of the position for which you are applying.

AUTHORIZATION

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Virginia is "at will," and that employment may be terminated by either the City of Virginia or me at any time, with or without notice.

With my signature below, I am providing the City of Virginia authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Virginia in writing of any changes to information reported in this application for employment.

Signature

Date

CITY OF VIRGINIA

Applicant Data Practices Advisory

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Virginia. First, under “Rights of Subjects of Data” (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under “Personnel Data” (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran’s status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of Virginia, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your works time for payroll purposes: except to the extent that release of time sheet data would reveal employee’s reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience;
- The “complete” terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and you assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the city’s Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing the optional data requested about you in voluntary.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee’s data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

NOTICE REGARDING REQUEST FOR MARRIAGE CERTIFICATE FOR VETERANS’ PREFERENCE DOCUMENTATION: This information will be used for documentation purposes for verifying marital status for requesting applicable spousal Veterans’ Preference credits.

If you have any questions regarding your rights as a subject of data, please contact the City of Virginia Human Resources Department at address, City, MN Zip. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

Signature

Date

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Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- A. be a U.S. citizen or resident alien;
- B. have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 1. served on active duty for at least 181 consecutive days, or
 2. have been discharged by reason of service connected disability, or
 3. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 4. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447.
- A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, USDVA verification that veteran died on or as a result of active duty, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of Virginia. Please contact our office at (218) 748-7500 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

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Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Virginia appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: Male Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? Yes No