

**Columbia County
Rural Library District**

111 S. 3rd St, PO Box 74
Dayton, WA 99328

Position Title: Page
FLSA Status: Non-exempt
Reports to: CCRLD Director

Position Description:

Columbia County Rural Library District serves the residents of Dayton and Columbia County. The Page is responsible for shelving and providing clerical duties as assigned. Typical duties include sorting mail; filing; bibliographic searching and retrieval; assisting users and staff to locate materials; receiving, unpacking, sorting, packing, and delivering materials; and assisting patrons with library services in whatever way necessary. A Page is required to make some independent judgments and to develop knowledge of library policies and procedures.

Qualifications:

- 14 years or older
- Preference given to someone who has volunteered in a library
- Ability to learn new things
- Ability to communicate effectively in English

RESPONSIBILITIES OF POSITION:

Under immediate supervision, performs clerical and other library work as required.

DUTIES:

1. Shelves library materials and reads shelves.
2. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
3. Does typing and filing.
4. Processes, withdraws, repairs, or reconditions library materials.
5. Sorts and routes mail.
6. Assists with library programs and displays.
7. Assist patron with ready-reference questions and reader advisory, bibliographic instruction and database searching.

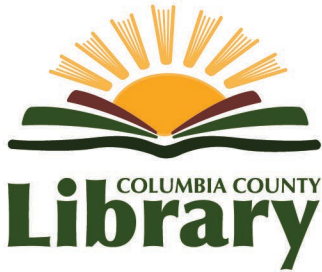
8. Assists with creating bookmarks, flyers, and brochures.
9. Answers directional questions and refers patrons to appropriate personnel.
10. Performs other related work as required.

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; use of the telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving and books.
7. Dexterity: typing, writing, filing, sorting, shelving and processing.
8. Pushing and pulling: objects weighing 60-80 pounds on wheels.

MENTAL REQUIREMENTS

1. Communication skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
3. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
5. Time management: set priorities in order to meet assignment deadlines.



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APPLICATION FOR EMPLOYMENT

EMPLOYMENT OPPORTUNITY * AFFIRMATIVE ACTION EMPLOYER *

DRUG-FREE WORK ENVIRONMENT

As an equal opportunity employer, Columbia County Library does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, color, sex, age, religion, disability, or natural origin. The library only hires individuals authorized for employment in the United States.

PLEASE NOTE: Type or print legibly in ink. The application must be completed in full, clearly, concisely, and accurately. All statements are subject to verification. This application may be subject to public disclosure.

APPLICATION FOR:

Title of Position: **Library Page**

Date of Application: _____

PERSONAL INFORMATION:

Last name _____ First _____ M.I. _____

Current address _____

City _____ State _____ Zip Code _____

Home phone _____ Daytime Phone _____

Email address _____

If hired, can you provide proof that you are at least 14 years of age? ____ yes ____ no

Can you, after employment, submit documents of proof that you are eligible to work in the U.S.?

____ yes ____ no

Language(s) applicant reads, speaks or writes fluently? _____

Do you possess a valid driver's license ____ yes ____ no Issuing State _____

Driver's license number _____ Expiration Date _____

Do you have dependable, year-round transportation? ____ yes ____ no

Statement will be provided by the employer of regular days, hours or shifts to be worked, which may vary from day-to-day.

Have you been convicted, or served time in a correctional institution within the past seven (7) years?

____ Yes ____ No

If yes, explain each conviction on an attached sheet and include 1) date; 2) charge; 3) place; 4) action taken. (The conviction does not constitute an automatic bar to employment and the seriousness of the crime and the date of the conviction/s will be considered).

American with Disabilities Act: Are you able to perform the essential job functions as they are listed on the job description for this position? ____ yes ____ no

With accommodation ____ without accommodation ____

How would you perform the task and with what accommodation(s)?

EDUCATION:

Circle the highest grade completed

8 9 10 11 12_ GED Equivalent ; College 1 2 3 4 (years) Graduate work ____ yes ____ no

What is your educational background?

What schools did you attend?

ACADEMIC AND PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS: Academic and Professional Activities and Achievements, Awards, Publications or Technical-Professional Societies, indicate type or name. Exclude organizations, which indicate race, creed, color, sex, age, religion, handicap or national origin of its members.

Date of Award _____ Comments _____

SKILLS: Skills applicable to position applied for:

Typing: How many words per minute can you type? _____

Computer Skills:

Do you have experience with PCs? yes _____ no _____

Do you have experience with MAC yes _____ no _____

List the type of operating systems you have used

List the software applications you are familiar with _____

EMPLOYMENT HISTORY:

Please attach a record of your work experience and a list of 3 references, including phone numbers.

Please list employment starting with your most recent position. Please explain gaps in employment history. List all experience, paid and voluntary, related to the position for which you are applying. If you

have less than four places of employment, include personal references to be contacted. If you have not worked before, please attach a list of 2-3 references who are not family members.

List: Business or Agency Name; Address; Phone Number; Job Title; Dates Employed; Supervisor Name; Hours worked per week; Final Salary; Duties; Reason for Leaving.

May we contact your present employer? _____ yes _____ no

May we contact your references? _____ yes _____ no

For the purpose of checking your references, have you worked for any of your job references under a different name? If yes, please explain

Failure to provide all information may result in rejection of your application. Resumés will not be accepted in lieu of completing this application, but may be attached to the application.

NOTICE IN CASE OF EMERGENCY:

Name and phone of person to be notified in case of emergency:

FOR STAFF ONLY

Applicant Social Security Number _____

Date(s) references contacted: _____

Date background check sent: _____ Date results received: _____

Hired Y N Start date: _____

AUTHORIZATION AND CERTIFICATE

PLEASE READ THIS STATEMENT CAREFULLY

I authorize Columbia County Rural Library District at the time of my application for employment and during the course of my employment to verify information contained in this application as it relates to the position for which I am being considered, or in which I may be employed. I hereby affirm that the information given on this application for employment is complete and accurate. I understand that any falsification or omission will be immediate grounds for dismissal. I authorize a thorough investigation to be made in background, and criminal record, whichever may be applicable. I understand what this investigation may include, and I hereby authorize the release of documents and personal interviews with third parties, such as prior employers, family members, business associates, financial sources, friends, neighbors or others with whom I am acquainted. I further understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the investigation. I hereby release said employers or third party people and Columbia County Rural Library District from any liability or damages for receiving or releasing information.

Federal law requires anyone employed by the Library District, which is a Junior Taxing District of Columbia County, to present proof of identity and proof of authorization to work in the United States. I understand I must be able to prove this authorization. I understand that employment with Columbia County Rural Library District, is at-will and the employment relationship may be ended by either party at any time with notice or in the case of gross misconduct without notice.

I have read and affirm as my own the above statements.

APPLICANT SIGNATURE

DATE