

This form may be printed out and completed, then mailed to:

Human Resources  
City of Scottsbluff  
1818 Avenue A  
Scottsbluff, NE 69361

**DO NOT FILL OUT AND SUBMIT ELECTRONICALLY.**

**Description of the Job:**

The Library Technician assists in the operation of the public and technical service areas of the library. The work involves performance of various library, computer, clerical and public contact duties. Work is of moderate complexity but follows established library practices and procedures. Although subject to supervision and review by a Librarian, the employee is expected to work independently after a reasonable period of training and orientation. The Library Technician exercises some supervision over Library Pages.

**Essential Functions of the Job:**

Assists the public at the circulation desk as scheduled.

Assumes full responsibility for the library when the only adult on duty.

Directly assists the public in the use of library resources, paper and electronic.

Researches and answers reference questions using local resources as well as online networks and databases.

Instructs the public in the use of indexes, catalogs and other reference and electronic resource materials.

Provides patrons with advice and guidance on reading materials as necessary.

Collects and records money received for fines, fees and other charges.

Assists and instructs the public in the use of computers and computer technology.

Issues library cards and explains policies and procedures.

Assists with adult, young adult and children's programs.

Assists with technical services as needed.

Searches for Marc records and edits predetermined cataloging information on the OCLC database.

Prepares and processes cataloged library materials.

Enters barcode information on the Automation System in preparation for circulation.

Processes and files state and federal government documents.

Maintains acquisition files and records.

Types correspondence, reports, and processes purchase orders.

Mends library materials.

Compiles statistical reports on library usage.

Assists with preparation of overdue notices.

Assists in preparing displays, exhibits, bulletin boards and bibliographies.

Assists in maintaining and updating serial publications and loose-leaf manuals.

Processes materials withdrawn from the collection.

Attends workshops as well as in-house training programs when required.

Other related duties and projects as may be assigned.

**Knowledge, Skills, and Abilities:**

Ability to understand and follow oral and written instruction.

Ability to communicate effectively with the public and co-workers in person or on the telephone.

Ability to deal pleasantly but tactfully with customer complaints.

Ability to lift up to 20 pounds with the ability to lift lesser weights repetitively, and to perform other physical activities needed to accomplish the essential functions of the position.

**Minimum Qualifications:**

Completion of high school degree or equivalent.  
Requires computer and data entry skills.  
Willingness to work weekends and evenings as required.

**Preferred Qualifications:**

Knowledge of paper and electronic reference materials and tools.  
Experience in public library work.  
Experience in use of library automated systems.  
Experience in database and Internet research.

This job description is intended to describe the general nature and level of work to be performed by employees assigned to this classification and is not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Hourly salary: \$9.45 – \$12.66

**A CITY APPLICATION FORM IS REQUIRED AND MAY BE OBTAINED AT CITY HALL, 1818 AVENUE A, SCOTTSBLUFF, NEBRASKA.**

**APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL 4:00 P.M., FRIDAY, FEBRUARY 12, 2010. APPLICATION FORMS NEED TO BE FULLY COMPLETED!**

The City of Scottsbluff is an Equal Opportunity Employer. The city fully complies with the provisions of the Americans with Disabilities Act. Only United States citizens and aliens lawfully authorized to work in the United States will be hired. All new employees are required to complete a citizenship verification form.



**City of Scottsbluff, Nebraska  
Application for Employment**

The City of Scottsbluff is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

**Please print or write legibly in ink. Fill in all blanks completely.**

POSITION APPLIED FOR:		DATE OF APPLICATION:
Last Name	First Name	Middle Initial
Address:	City and State	Zip
Telephone: Home	Cell	Work/Business

**APPLICANT INFORMATION:**

Do you have a valid driver's license <input type="checkbox"/> Yes <input type="checkbox"/> No	License No.	State	Exp. date
Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Proof of citizenship or immigration status will be required upon employment)</i>			
*Have you ever been employed with the City of Scottsbluff before? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, give date: _____ What Department? _____			
*Have you ever been convicted of a misdemeanor or felony in civilian or military courts? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Conviction will not necessarily disqualify an applicant from employment.)</i>			
Have you ever been dismissed from employment for misconduct, or have you ever resigned <input type="checkbox"/> Yes <input type="checkbox"/> No on request to avoid discharge? Please explain.			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you related to anyone employed by the City of Scottsbluff? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, Name of relative: _____ Department: _____			
Date you can start:		Salary Desired:	

**EDUCATIONAL BACKGROUND:**

School Name and Location	High School or GED				Undergraduate College/University				Graduate/ Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed												
Diploma/Degree												
Major and Minor Subjects												
List Licenses, Professional Registration or other Recognition:												
List Special Skills or qualifications:												

**MILITARY: Complete this section if you served in the U.S. Armed Forces:**

Branch of Service	Duties and special training:
Period of Active Duty:	Rank at Discharge:
From _____ To _____	Type of Discharge: _____
Are You Claiming Veteran's Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, a copy of honorable discharge papers, (form DD214) must be attached to this application to be eligible. Veteran's Preference only applies when a qualified candidate obtains passing scores on all parts and phases of examination/interviews.	

*For City use only!*

This application was received by: \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYMENT EXPERIENCE:**

Start with your present or most recent position for a period of 10 years including any military service and complete the below information fully. If you need additional space, please continue on a separate sheet of paper.

**Application should be fully completed, without reference to attached resume. In addition, you may include a resume.**

<b>Name of Employer:</b>	Dates Employed (Month & Year)		Salary Rate:	
Address:	From: _____ To: _____ Total: _____	Starting: _____ End: _____		
City _____ State _____ Zip _____	Name of Supervisor: _____ Your Position: _____			
Telephone Number: _____	Describe your duties: _____			
Reason for Leaving: _____				
<b>Name of Employer:</b>	Dates Employed (Month & Year)		Salary Rate:	
Address:	From: _____ To: _____ Total: _____	Starting: _____ End: _____		
City _____ State _____ Zip _____	Name of Supervisor: _____ Your Position: _____			
Telephone Number: _____	Describe your duties: _____			
Reason for Leaving: _____				
<b>Name of Employer:</b>	Dates Employed (Month & Year)		Salary Rate:	
Address:	From: _____ To: _____ Total: _____	Starting: _____ End: _____		
City _____ State _____ Zip _____	Name of Supervisor: _____ Your Position: _____			
Telephone Number: _____	Describe your duties: _____			
Reason for Leaving: _____				
<b>Name of Employer:</b>	Dates Employed (Month & Year)		Salary Rate:	
Address:	From: _____ To: _____ Total: _____	Starting: _____ End: _____		
City _____ State _____ Zip _____	Name of Supervisor: _____ Your Position: _____			
Telephone Number: _____	Describe your duties: _____			
Reason for Leaving: _____				

**REFERENCES: List three references who are neither related to you nor a former employer.**

Name	Address (City, State, Zip)	Telephone Number	Years Known

**APPLICANT'S STATEMENT: (Read carefully before signing)**

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize a complete background investigation, including but not limited to all statements contained in the application for employment as may be necessary in arriving at an employment decision. If I am employed by the City based on this application, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that if I am hired, my employment is at will, and I can be terminated according to the provisions of the City of Scottsbluff's Personnel Manual.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF SCOTTSBLUFF  
EMPLOYMENT REFERENCE CHECK**

I \_\_\_\_\_ authorize the City of Scottsbluff to check previous employment and /or personal references listed on my application and/or resume. I also give my consent to the City of Scottsbluff to obtain the following: Records of educational institutions that I have attended;

Driving record and civil and criminal history records;

Employment records from previous employers to include evaluations, disciplinary history, complaints or grievances filed by or against me,

Pre-employment records from prospective employers;

A consumer report that might show financial and credit information, including credit reports and ratings; records from Financial Institutions to include loan performance, loan officer notes and financial statements, understanding that I have rights under the Fair Credit Reporting Act.

Any information from Counsel who have represented me in civil or criminal cases and I specifically waive the attorney client privilege in that regard.

The above records may be obtained through a variety of agencies/sources, including the internet.

Signature \_\_\_\_\_ Address \_\_\_\_\_ Date \_\_\_\_\_  
(Including maiden name)

Social Security # \_ \_ \_ - \_ \_ - \_ \_ \_ Phone Number \_\_\_\_\_

Most recent or current Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Date of Employment \_\_\_\_\_

**ANTI-DRUG PLAN**

In accordance with the NEBRASKA DRUG FREE WORK PLACE ACT of 1988, and the City of Scottsbluff's Anti-Drug Plan, the City of Scottsbluff has instituted a drug testing program. The City of Scottsbluff has reviewed the legal, operational, social, medical and ethical aspects of instituting this program. I understand that manufacture, distribution, possession, use, sale, transfer, purchase, and transport of illegal drugs will be considered a violation of the City of Scottsbluff's Anti-Drug Plan and shall be grounds for disciplinary action, including termination. This program allows all employees to enjoy a safe, productive, and healthy work environment. Individuals are urged to seek assistance prior to problems affecting on-the-job performance.

PRE-EMPLOYMENT: Job applicants who are being considered for employment for positions with particular responsibilities must read the Anti-Drug Plan, sign a consent form, and submit to pre-employment drug testing.

CERTIFICATION: I have read, and understand the content of the above Anti-Drug Plan. I understand that compliance with the Anti-Drug will be considered a condition of employment with the City of Scottsbluff.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature