

# EMPLOYMENT APPLICATION

THE LIBRARY OF HATTIESBURG PETAL & FORREST COUNTY

## PLEASE READ THESE INSTRUCTIONS CAREFULLY

### IF THE APPLICATION IS NOT FILLED OUT *COMPLETELY* YOU WILL NOT BE CONSIDERED

Return the completed application via email to Naomi@hpfc.lib.ms.us

In order to be considered for this position, you must write and submit two double-spaced essays (up to 350 words) in response to each of the following questions:

1. Why is customer service important in the Youth Services position?
2. How do you create an engaging, positive library experience for children at programs and during library visits?

Applications that are submitted without these requested essays will not be considered for this position. Attach the essays to your application email in the Microsoft Word format.

All selected candidates are required to present a story time program as part of the interview process for this position.

**Available Position: Youth Services Librarian (FSLA Exempt)**

Open: January 18, 2023

Application Deadline: Applications accepted until position is filled; to be considered for the first round of interviews application must be received by noon on February 3, 2023

Available: March 1, 2023

Interviews: To be scheduled beginning February 6, 2023

Salary: \$37,668.08

Benefits: state retirement, state health and life insurance, 8 hours sick leave per month and 11.33 hours annual leave per month.

## DESCRIPTION OF POSITION

### YOUTH SERVICES LIBRARIAN

We are looking for a positive, energetic person to provide great customer service at the library.

We are looking for someone who is eager to conduct fun and engaging programs to create lifelong readers and learners: story times, book discussions, summer reading programs, homework help, etc. for children and teens. The successful candidate must be able to generate excitement in the youth services department.

We are looking for someone with experience and maturity to assume responsibility for maintaining a safe and secure environment in the library.

The ideal candidate for this position has a “can-do” attitude and is motivated and committed to providing exceptional youth services at the library. The successful candidate must be organized, flexible and responsive to the changes and challenges of the library’s daily, dynamic operation.

## ESSENTIAL JOB FUNCTIONS

1. Provides excellent customer service, conducting library business with patrons and staff in a courteous and positive manner.
2. Creates, promotes, and presents engaging programming for youth, both in-house and through outreach, to introduce children to the joy of reading and to encourage youth to be lifelong readers.
3. Supervises staff, including instructing, planning and assigning work, mentoring staff in providing excellent customer service, and acting on employee problems.
4. Acts as supervising librarian for the library; assumes responsibility for safe and effective operation of the library (including the initiation of emergency procedures as needed).

### Public Service:

1. Plan, develop and provide library programs.
2. Assists customers in using digital and print resources.
3. Primary responsibility for working the youth services desk, providing customer assistance and monitoring and resolving issues.
4. Primary responsibility for Homework Help; both supervising staff and direct-user assistance.
5. Maintain a positive, public service oriented atmosphere in the children's department.
6. Recommend materials in a specific subject field, works by a specific author, works for a particular grade level or new acquisitions to users.

### Programming:

1. Plan and conduct a regular schedule of story time programs at the Hattiesburg Library and the Petal Library.
2. Plan and conduct special (holiday events, book clubs, etc.) programs at the Hattiesburg Library and Petal Library.
3. Plan and conduct a regular schedule of summer reading programs at the Hattiesburg Library and the Petal Library.

### Collection Development:

1. Selects library materials in assigned formats within the designated budget.
2. Supervises the shelving and reading of the library's collection.
3. Supervises the evaluation, weeding, and inventory of the library's collection.

### Public Relations:

#### Promote youth services through:

1. Displaying new material and or specific subject areas within the library.
2. Library publications including book lists, book marks, fliers, etc.
3. Utilizing local media outlets and library promotional tools including social media.

### Administration:

1. Serve as supervising librarian as needed, including some evenings and every other Saturday.
2. Supervises staff, including instructing, planning and assigning work, mentoring staff and resolving problems.
3. Participate in development and support of library services, policies and procedures.
4. And other duties and responsibilities as needed.

## QUALIFICATIONS

- Candidates must demonstrate a positive and enthusiastic commitment to customer service, and possess exceptional problem-solving customer relations skills.
- Candidates must have the ability to work as an effective team member and have a "whatever it takes" work ethic.
- Candidates must be able to communicate clearly, diplomatically and in a friendly and positive manner with library users and staff from diverse ethnic, socioeconomic, and cultural backgrounds.

- Candidates must have a Masters of Library Science from an ALA accredited program. (Library must receive an official transcript mailed from the institution) or be enrolled in an ALA accredited MLS program, and sign a letter of agreement to complete a master's degree in the field of library and information services within three years. Library must receive a copy of the acceptance letter into a master's program in information and library science from a school accredited by the American Library Association and must receive documentation at the end of each semester demonstrating progress towards the completion of the degree.
- Candidates must be able to work every other Saturday and some evening hours.
- Candidates must have current working knowledge of PC's in a Windows environment, and of innovations, trends and applications in library technology. Knowledge of, and experience with, SirsiDynix library automation or a similar system is desirable.
- Candidates must have a minimum of two years of library or related experience.
- Experience as Youth Services Librarian in a public or school library is preferred.
- Experience in personnel supervision is preferred.

## **CONDITIONS OF EMPLOYMENT**

All selected applicants are:

- required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S.
- subject to a full reference and background investigation including verification of identification using USCIS E-verify, education, former employment and criminal history.

This position works within the framework of library policies and procedures to provide day to day management and operations of information services, including the supervision of staff.

# THE LIBRARY OF HATTIESBURG PETAL & FORREST COUNTY

## YOUTH SERVICES LIBRARIAN

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
*(Last) (First) (Middle)*

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

A storytime presentation will be required as part of the interview process.

If you **are not** a U.S. citizen, do you have the legal right to work in the United States?  
*(Proof may be required after hire.)*

\_\_\_\_\_ YES      \_\_\_\_\_ NO      \_\_\_\_\_ DOES NOT APPLY

Have you ever been convicted of a crime?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

If yes, please explain below. Note: A conviction does not automatically mean you will not be hired, but misinformation on this item can be grounds for further consideration of termination if you are hired. What you were convicted of and how long ago are important. Give all the facts so a decision can be made.

\_\_\_\_\_

# PART I RELEVANT JOB EXPERIENCE

In this part of the application we are interested in those life experiences which are related to the job for which you are applying. In the spaces below (*use extra paper if necessary*) list **only** those experiences which are related and/or show you can do the job for which you are applying. You may list part-time and unpaid experience, as well as, full-time and paid experience. The letter codes (*A, B, C, etc.*) will be used later in completing this application, therefore, if you list additional experiences be sure to put a letter code (*F, G, H, etc.*) above each additional experience.

May we contact your present employer? \_\_\_\_\_ YES \_\_\_\_\_ NO

*If you check yes, your present employer will not be called until you have completed an interview with this agency and are a finalist for the position.*

Are you currently working for a State agency, such as a school, a hospital, or a city or county government office in a position that is covered by the Mississippi Public Employees' Retirement System? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you currently retired from **OR** are you drawing benefits from the Mississippi Public Employees' Retirement System? \_\_\_\_\_ YES \_\_\_\_\_ NO

### VERIFICATION OF ALL THIS INFORMATION MUST BE POSSIBLE

(A)

**Job Title:** \_\_\_\_\_  
**Employer Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Dates of employment:** \_\_\_\_\_  
**(From / To)** \_\_\_\_\_  
**Supervisor's Name:** \_\_\_\_\_  
**Salary when you left:** \_\_\_\_\_  
**Reason you left:** \_\_\_\_\_

(B)

**Job Title:** \_\_\_\_\_  
**Employer Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Dates of employment:** \_\_\_\_\_  
**(From / To)** \_\_\_\_\_  
**Supervisor's Name:** \_\_\_\_\_  
**Salary when you left:** \_\_\_\_\_  
**Reason you left:** \_\_\_\_\_

**PART I** (CONTINUED)

(C)

**Job Title:** \_\_\_\_\_  
**Employer Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Dates of employment:** \_\_\_\_\_  
**(From / To)** \_\_\_\_\_  
**Supervisor's Name:** \_\_\_\_\_  
**Salary when you left:** \_\_\_\_\_  
**Reason you left:** \_\_\_\_\_

(D)

**Job Title:** \_\_\_\_\_  
**Employer Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Dates of employment:** \_\_\_\_\_  
**(From / To)** \_\_\_\_\_  
**Supervisor's Name:** \_\_\_\_\_  
**Salary when you left:** \_\_\_\_\_  
**Reason you left:** \_\_\_\_\_

(E)

**Job Title:** \_\_\_\_\_  
**Employer Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Dates of employment:** \_\_\_\_\_  
**(From / To)** \_\_\_\_\_  
**Supervisor's Name:** \_\_\_\_\_  
**Salary when you left:** \_\_\_\_\_  
**Reason you left:** \_\_\_\_\_

## PART II RELEVANT EDUCATION/TRAINING

In this part of the application we are interested in your education/training which is related to the job for which you are applying. In the spaces below (*use extra paper if necessary*) list only the education/training which is related to the job and show that you can do the job for which you are applying. You may list accredited formal education/training and/or informal, part-time, paid or unpaid training. Self-taught or other methods of informal learning, perhaps from someone else, may be listed since verification is possible. The number codes (*1, 2, 3, etc.*) will be used later in completing this application, therefore, if you list additional education/training be sure to put a number code (*9, 10, 11, etc.*) above each one.

**VERIFICATION OF ALL OF THIS INFORMATION MUST BE POSSIBLE**

**(1)**

**Type of Program /  
Course:**

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**Address:**

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**Dates Attended:**

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**Course Title:**

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**(2)**

**Type of Program /  
Course:**

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**Address:**

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**Dates Attended:**

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**Course Title:**

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## PART II *(CONTINUED)*

(3)

**Type of Program /  
Course:**

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**Address:**

**Dates Attended:**

**Course Title:**

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(4)

**Type of Program /  
Course:**

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**Address:**

**Dates Attended:**

**Course Title:**

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(5)

**Type of Program /  
Course:**

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**Address:**

**Dates Attended:**

**Course Title:**

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## PART III

# MINIMUM QUALIFICATIONS

Answer the questions below. Questions with “MQ” represent the minimum qualifications for this job. If you cannot answer YES to each of these questions you do not qualify for this position.

Use the spaces after CODES to specify where you used the knowledge, skill, or ability asked about. If it was obtained in a job, list the appropriate letter code(s) from Part I. If it was obtained in school or while in a training program, list the appropriate number code(s) from Part II.

To be sure that you have the knowledge, skills, or abilities, other steps may be taken; for example, reference checks.

**Please note: If you do not fill out the application completely you will not be considered for the position.**

1. Do you have experience or training in providing excellent customer service?

(MQ)      \_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

2. Do you have a Master's of Library Science or related degree?

(MQ)      \_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

3. Do you have two or more years of library or related experience working with children?

(MQ)      \_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

4. Do you have a working knowledge of PC's in a Windows environment?

(MQ)      \_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

5. Do you have experience or training in communicating in a clear, diplomatic and friendly manner?

(MQ)      \_\_\_\_\_ YES      \_\_\_\_\_ NO      CODES \_\_\_\_\_

6. Are you able to work a flexible schedule including some evenings and Saturdays?

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO

7. Have you ever been found guilty of fraud or embezzlement?

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO

8. Are you able to provide two valid forms of identification prior to employment?

One of these *must* be a valid Government issued picture ID - the other can be your Social Security Card. Other acceptable forms of identification provided upon request.

(MQ) \_\_\_\_\_ YES \_\_\_\_\_ NO

## PART IV QUALIFICATIONS

The questions in the following section are not necessary minimum qualifications. These questions pertain to desirable qualifications. Unlike the section containing MQ questions, you do not have to answer yes to all of these questions to qualify for the job. It should be noted, though, that those applicants answering YES may be considered better qualified for the job.

**Use the spaces after CODES to specify where you used the knowledge, skill or ability asked about. If it was acquired in a job, list the appropriate letter code(s) from Part I. If it was acquired in school or while in a training program, list the appropriate number code(s) from Part II.**

Please describe your experience in the blanks that follow each question.

1. Have you had experience or training related to working with a group of children?

\_\_\_\_\_ YES \_\_\_\_\_ NO CODES \_\_\_\_\_

*(If you answer YES fill out the CODES section)*

2. Have you had experience or training in the field of children's literature?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
*(If you answer YES fill out the CODES section)*

3. Have you had experience or training in the field of young adult literature?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
*(If you answer YES fill out the CODES section)*

4. Have you had experience or training in providing reader's advisory services for children and/or their parents?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
*(If you answer YES fill out the CODES section)*

5. Have you had experience or training in providing library instruction to children?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
*(If you answer YES fill out the CODES section)*

6. Have you had experience or training in presenting programs for children?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
*(If you answer YES fill out the CODES section)*

7. Have you had experience or training in presenting a summer reading program?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
*(If you answer YES fill out the CODES section)*

## PART IV *(CONTINUED)*

8. Have you had experience or training in collection development in the children's department in particular?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
*(If you answer YES fill out the CODES section)*

9. Have you had experience or training in the supervision of volunteers?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
*(If you answer YES fill out the CODES section)*

10. Have you had experience or training in staff development?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
*(If you answer YES fill out the CODES section)*

11. Have you had experience or training in the daily supervision and evaluation of staff?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
*(If you answer YES fill out the CODES section)*

12. Have you had experience or training in public relations activities, including speaking to groups, preparing publications and/or using social media to promote library services and events?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
*(If you answer YES fill out the CODES section)*

13. Have you had experience or training in providing public service in a computer lab setting?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
(If you answer **YES** fill out the **CODES** section)

14. Have you had experience or training in providing service in a homework help lab setting?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
(If you answer **YES** fill out the **CODES** section)

15. Do you have the ability to speak another language? Please specify language(s)

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
(If you answer **YES** fill out the **CODES** section)

16. Do you have experience or training in preparing grant applications and or grant administration?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**      **CODES** \_\_\_\_\_  
(If you answer **YES** fill out the **CODES** section)

By submitting this application, I certify that the information is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

By submitting this application, I authorize the employer to contact references I have listed in order to verify information provided.