

EMPLOYMENT APPLICATION  
COVER PAGE

PLEASE READ THESE INSTRUCTIONS CAREFULLY  
IF THE APPLICATION IS NOT FILLED OUT *COMPLETELY* YOU  
WILL NOT BE CONSIDERED

**In order to be considered as an applicant for this position, you must write and submit two double-spaced essays (up to 300 words) in response to each of the following questions:**

- 1. There are certain qualities that help a manager better oversee their department. In your opinion, what are these qualities and how might a manager use them efficiently?**
- 2. This position will rely heavily on a solid knowledge of cataloging, processing, and material repair. Tell us about the experiences you have had in these areas.**
- 3. Another aspect of this position will involve ILL services, Mail Service, and Senior Outreach. Tell us about any experience you have had in these areas.**

**Applicants that are submitted without these requested essays will not be considered for this position. Email essays and completed application to [naomi@hpfc.lib.ms.us](mailto:naomi@hpfc.lib.ms.us).**

## **Available Position: General Services Librarian (FSLA Exempt)**

Open: May 8, 2023

Application In House Deadline: May 15th at noon

Available: June 1, 2023

Interviews: To Be Scheduled May 17-19th

Salary: \$37,668.12

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

### **GENERAL SERVICES' LIBRARIAN**

We are looking for a positive, energetic person to provide great customer service at the library. 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 library service. 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. Supervises staff, including instructing, planning and assigning work, mentoring staff in providing excellent customer service, and acting on employee problems
3. 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)
4. Serves as a role model to the staff in following policies and procedures.
5. Uses personal vehicle for library business and maintains vehicle in road worthy condition in compliance with State law and maintains automobile insurance and provides proof to the library as requested.
6. Other duties as assigned

#### **Public Service:**

- Provides customer assistance, monitors and resolves issues
- Plan, develop and provide library programs
- Recommends resources both digital and print to meet customer’s needs
- Assists customers in using digital and print resources

### Collection Development:

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

### Administration:

- Serve as supervising librarian as needed, including some evenings and every other Saturday.
- Supervises staff, including instructing, planning and assigning work, mentoring staff and resolving problems
- Participate as a member of the administrative team to develop and support library services, policies and procedures
- 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.)
  - or have equivalent experience.
- 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 in personnel supervision is desirable.

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  
GENERAL SERVICES LIBRARIAN**

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

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

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

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

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

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 any falsification may result in cancellation of any terms, conditions, or privileges of employment. What you were convicted of and how long ago are important. Give all the facts so a decision can be made.

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**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. Therefore, 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. If you use extra paper to give 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? \_\_\_\_\_ 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. Therefore, 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. If you use extra paper to 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:**

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**Dates Attended:**

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**Course Title:**

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**(4)**

**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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**(5)**

**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 III

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 required in a job, list the appropriate letter code(s) from Part I. If it was required 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 Masters of Library Science from an ALA accredited program OR are you currently enrolled in a in an ALA accredited MLS program and willing to sign a letter of agreement to complete a master’s degree in the field of library and information services within three years OR equivalent experience.

(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?

(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 \_\_\_\_\_

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

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

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

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

6. Are you willing to work every other Saturday and some evening hours?

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

7. 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, etc.

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

## PART IV

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. Do you have experience or training in working in reference / information services?

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

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

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2. Do you have experience or training in working in a public access computer lab?

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

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

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3. Do you have experience or training in upgrading, troubleshooting and/or maintaining computer hardware?

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

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

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**PART IV (CONTINUED)**

4. Do you have experience or training in technical services?

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

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5. Do you have any experience or training in developing, writing and/or managing web content?

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

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6. Do you have any experience or training in creating help documentation?

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

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7. Do you have experience or training in staff development?

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

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8. Do you have experience or training in the daily supervision and evaluation of staff?

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

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

\_\_\_\_\_

9. 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)*

\_\_\_\_\_

\_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

10. Have you had experience or training in planning, developing and / or presenting programs?

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

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

\_\_\_\_\_

\_\_\_\_\_

11. Have you had experience or training in working in circulation service?

\_\_\_\_\_ **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. I authorize the employer to contact references I have listed in order to verify information provided.