

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 dependability and attendance an important part of a manager's job?**
- 2. Being in charge of a library branch for a day takes certain skills. In your opinion, what are these skills, and what's the best way to use them in a branch setting?**

Applicants that are submitted without these requested essays will not be considered for this position. Include essays as an attachment along with application.

GENERAL SERVICES MANAGER (FSLA: NON-EXEMPT)

Open: February 28, 2024

Application in House Deadline: March 8th at Noon

Available: April 1, 2024

Salary: \$28,475.16

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

GENERAL SERVICES' MANAGER

We are looking for a positive, energetic person to provide great customer service for patrons at the library. We are looking for someone with experience and maturity to assume responsibility for maintaining a safe and secure environment at 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

- Provides excellent customer service, conducting library business with patrons and staff in a courteous and positive manner
- Acts as a supervising manager for the library; assumes responsibility for safe and effective operation of the library (including the initiation of emergency procedures as needed).
- Serves as a role model to the staff in following policies and procedures
- 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.
- Other duties as assigned.

Public Service

- Provides basic library services while working public areas (circulation, reference, computer lab, Petal Library, etc.) and offers managerial assistance.
- Maintain a positive, public service oriented atmosphere.
- Recommends resources both digital and print to meet customer needs.
- Assist customers in using digital and print resources.
- Provide library instructions to users.

Collection Development

- Supervise the shelving and reading of the library's collection; assists with evaluation and inventory of the collection.

Management

- Assists the administrative team to correct problems and improve services.
- Serves as supervising librarian as needed including two evenings a week and every other Saturday.
- Assists in supporting library programming and events.
- Other duties and responsibilities as assigned.

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 Bachelor of Library Science or related degree. (Library must receive an official transcript mailed from the institution.)
- Candidates must be able to work two evenings a week and every other Saturday
- Candidates must have current working knowledge of PCs in a Windows environment.
- Knowledge of and experience with Sirsi library automation or a similar system is desirable.
- Experience working with a public computing lab is desirable.
- Candidates must have a minimum of two years of library or related experience.
- 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 the library.

THE LIBRARY OF HATTIESBURG PETAL & FORREST COUNTY

General Services Manager

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 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:**

Address:

Dates Attended:

Course Title:

(2)

**Type of Program /
Course:**

Address:

Dates Attended:

Course Title:

PART II *(CONTINUED)*

(3)

Type of Program /
Course:

Address:

Dates Attended:

Course Title:

(4)

Type of Program /
Course:

Address:

Dates Attended:

Course Title:

(5)

Type of Program /
Course:

Address:

Dates Attended:

Course Title:

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 Bachelors 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 work experience?

(MQ) _____ YES _____ NO CODES _____

(If you answer YES fill out the CODES section)

4. Do you have a working knowledge of PCs 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 in working a library circulation desk?

_____ YES _____ NO CODES _____

(If you answer YES fill out the CODES section)

2. Have you had experience or training in providing reference services in a library?

_____ **YES** _____ **NO** **CODES** _____

(If you answer YES fill out the CODES section)

3. Have you had experience or training in providing reader's advisory services?

_____ **YES** _____ **NO** **CODES** _____

(If you answer YES fill out the CODES section)

4. Have you had experience or training in providing library instruction?

_____ **YES** _____ **NO** **CODES** _____

(If you answer YES fill out the CODES section)

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

_____ **YES** _____ **NO** **CODES** _____

(If you answer YES fill out the CODES section)

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

_____ **YES** _____ **NO** **CODES** _____

(If you answer YES fill out the CODES section)

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

_____ **YES** _____ **NO** **CODES** _____

(If you answer YES fill out the CODES section)

PART IV *(CONTINUED)*

8. 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)

9. 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)

10. Have you had experience or training working as part of a management team?

_____ **YES** _____ **NO** **CODES** _____

(If you answer YES fill out the CODES section)

11. Have you had experience cataloging or repairing library material?

_____ **YES** _____ **NO** **CODES** _____

(If you answer YES fill out the CODES section)

12. Have you had experience or training in building management?

_____ **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.