



1221 Montgomery Highway • Vestavia Hills, AL 35216 • 205.978.0155 • Fax 205.978.0156 • www.vestavialibrary.org

POSITION VACANCY – CIRCULATION CLERK, PART-TIME

DESCRIPTION. Work is performed at the Circulation Desk under the general supervision of the Circulation Manager with some latitude for independent judgment within established guidelines. The job requires judgment based on knowledge of procedures and policy learned under direct supervision by the professional staff. Job requires assisting patrons, checking materials in and out, maintaining library materials in an orderly fashion and preparing materials for shelving.

EXAMPLES OF WORK. Primary responsibilities are in the Circulation Department. Duties include but are not limited to: assisting patrons in finding books and other materials, placing holds on materials, requesting materials from other libraries for patrons as requested, collecting fines for overdue and lost materials, preparing books for shelving, processing membership applications, updating library cards, checking in, checking out and renewing materials, inspecting returned materials for damage, providing library services over the phone and resolving problems involving lost or overdue materials and patron registration statuses. Performs related duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES. Applicant should possess knowledge of library operations and the circulation system, excellent communication and clerical skills, ability and willingness to give attention to detail and to ask questions when unsure, knowledge of business English, spelling and math, ability to understand and follow oral and written directions, knowledge of departmental rules, regulations, procedures and functions, and knowledge of computer applications including hardware and software related to performance of the essential functions of the job. Must be able to work with minimal instruction and supervision and have the ability to establish and maintain effective relationships with associates and with the public. Applicant must also be able to handle irate patrons in a diplomatic manner.

Essential and marginal functions required: maintain physical condition necessary for standing for prolonged periods of time; ability to carry books and materials, push a book truck with 50 pounds of weight and eye sight ability to read a computer monitor.

EDUCATION AND EXPERIENCE. Sixty (60) credit hours of college work at an accredited, Liberal Arts College or university. Two to three years of progressively responsible related experience or any combination of education, training and experience providing the required knowledge, skills and abilities to perform the essential functions of the job. Previous library experience preferred.

HOURS AND SALARY. This position is 19 hours weekly at Grade LP2 Step 1, salary \$15.17 per hour. Schedule includes Monday-Friday as well as nights and weekends. Employee may be required to adapt to future schedule changes depending on library needs.

TO APPLY. Apply online at <https://vestavialibrary.org/employment> or email completed application and resume to pam.parson@vestavialibrary.org. **Application deadline is Friday, May 7, 2021 at 5:00pm CST.** No phone calls please. Qualified applicants may be contacted for an interview and should be prepared to submit a college transcript at the time of the interview. Position available immediately.



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APPLICATION FOR EMPLOYMENT

Please answer each question fully and accurately.

Position desired _____

Today's date _____

Name _____
Last First MI

Address _____

City, State, ZIP _____

Telephone Home _____ Cell _____
Work _____ Other _____

Social Security # (required for background check) _____

Driver's license # and state of issue (required for background check) _____

Email _____

Have you previously applied for employment with VHLF? Yes No

If yes, month & year: _____

Have you ever been employed with VHLF before? Yes No

If yes, month & year: _____

Are you currently employed? Yes No

Date available to work? _____

Are you available to work (please circle): Full-time Part-time Temporary

Are you legally eligible for employment in the United States? Yes No

EDUCATION

High School

Name & location (*city, state*) _____

Course of study _____

Years completed _____ Diploma/Degree _____

College

Name & location (*city, state*) _____

Course of study _____

Years completed _____ Diploma/Degree _____

Graduate

Name & location (*city, state*) _____

Course of study _____

Years completed _____ Diploma/Degree _____

Other (specify)

Name & location (*city, state*) _____

Course of study _____

Years completed _____ Diploma/Degree _____

PREVIOUS EMPLOYMENT

Begin with current or last employer. Complete this section in addition to attaching resume.

Employer's name _____

Address _____

Telephone _____ Dates employed _____ Hourly rate/salary _____

Reason for leaving _____

Position/job title _____

Job duties & responsibilities _____

Supervisor's name & contact information _____

May we contact supervisor? Yes No

Employer's name _____

Address _____

Telephone _____ Dates employed _____ Hourly rate/salary _____

Reason for leaving _____

Position/job title _____

Job duties & responsibilities _____

Supervisor's name & contact information _____

May we contact supervisor? Yes No

Employer's name _____

Address _____

Telephone _____ Dates employed _____ Hourly rate/salary _____

Reason for leaving _____

Position/job title _____

Job duties & responsibilities _____

Supervisor's name & contact information _____

May we contact supervisor? Yes No

Employer's name _____

Address _____

Telephone _____ Dates employed _____ Hourly rate/salary _____

Reason for leaving _____

Position/job title _____

Job duties & responsibilities _____

Supervisor's name & contact information _____

May we contact supervisor? Yes No

ADDITIONAL REFERENCES

List any references pertinent to this position. Please do not list former employers or relatives.

Name _____

Relationship _____ Years known _____

Address _____

Telephone _____ Email _____

Name _____

Relationship _____ Years known _____

Address _____

Telephone _____ Email _____

Name _____

Relationship _____ Years known _____

Address _____

Telephone _____ Email _____

APPLICANT'S VERIFICATION, AUTHORIZATION & AGREEMENT

The information I have provided in this application for employment to the Vestavia Hills Library in the Forest (employer) is true, correct and complete. I understand that false, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected, or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer (or its agent) to contact and obtain information about me from previous employers, educational institutions and references I have provided, and any other party necessary to verify the accuracy of information I have provided in this application, a related employment resume or a personal interview. I further authorize the employer to request a report concerning my background, references, character, past employment, education, motor vehicle records and criminal or police records, including those made by both public and private organizations.

I waive, release and discharge any claims or actions that I may otherwise have against the employer or any person, firm or corporation that solicits, provides, or evaluates information in connection with my employment application. I agree to participate in a drug screening test (at the employer's expense) as a condition to my application for employment being considered and, if hired, to participate in random drug testing as may be requested or required by the employer during the course of my employment. I understand that a positive test result may adversely affect my eligibility for employment or continued employment.

If hired, I agree to abide by the policies, rules and regulations of the Vestavia Hills Library in the Forest. I also understand that, if hired, any employment is subject to modification or termination at any time in the sole discretion of the employer.

Applicant's signature (Type full name as signature on electronic document)

Date

The Vestavia Hills Library in the Forest is an Equal Opportunity Employer. As an Equal Opportunity Employer, decisions to hire and promote are made to qualified persons without regard to race, religion, age, sex, national origin, disability or any other classification as prescribed by federal, state or local law. All statements made by applicants for employment will be carefully checked for accuracy. The use of this form does not in any way indicate that there are positions open and does not obligate the library in any way.