



Please submit a completed application by email, mail, or fax.

Human Resources
City of Scottsbluff
2525 Circle Drive
Scottsbluff, NE 69361
Fax: 308-630-6294
ckite@scottsbluff.org

DEADLINE: Open Until Filled

QUESTIONS CONTACT CAMI KITE AT 308-630-6211

JOB OPPORTUNITY
CITY OF SCOTTSBLUFF, NEBRASKA
Library Technician

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. This position is under the general supervision of a Librarian and the Library Director.

Essential Functions of the Job:

- Assists the public with self-check and 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- Processes materials withdrawn from the collection;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;
- Regular attendance and punctuality required;
- Assist with related duties in cooperation with any division or department as 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;

Ability to sit, stand, walk, talk, hear, reach with hands and arms, use fingers to handle objects, ability to operate necessary office equipment. Occasionally required to kneel, crouch and stoop.

Minimum Qualifications:

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

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: \$13.71

A CITY APPLICATION FORM IS REQUIRED AND MAY BE OBTAINED AT CITY HALL, 2525 CIRCLE DR., SCOTTSBLUFF, NE 69361. APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

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.

To be eligible to claim Veteran's Preference under the provisions of Section 48-225 through 48-231 of the Nebraska Statutes, you must furnish a copy of honorable discharge (Form DD 214)



Employment Application

Employees of City of Scottsbluff and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender, age, veteran status, or any other legally protected status.

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

POSITION APPLIED FOR:		DATE OF APPLICATION	
LAST NAME		FIRST NAME	MI
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER		E-MAIL ADDRESS	
VALID DRIVER'S LICENSE	☐ Yes ☐ No	License Number	State Exp Date
Legally eligible to work in the United States? ☐ Yes ☐ No <i>(Proof of citizenship or immigration status will be required upon employment.)</i>			
Have you been employed with the City of Scottsbluff? ☐ Yes ☐ No Date: Position Held:			
Are you related to anyone employed by the City of Scottsbluff? ☐ Yes ☐ No Name: Department:			
Are you currently employed? ☐ Yes ☐ No If Yes, can we contact your employer? ☐ Yes ☐ No			
Date Available to Start:		Desired Salary:	
Have you ever been dismissed from employment for misconduct or have you ever resigned on request to avoid discharge? ☐ Yes ☐ No Please Explain:			
<u>EDUCATION</u>	High School or GED	Undergraduate College/University	Graduate/Professional
School Name/Location			
Years Completed	☐ 9 ☐ 10 ☐ 11 ☐ 12	☐ 1 ☐ 2 ☐ 3 ☐ 4	☐ 1 ☐ 2 ☐ 3 ☐ 4
Diploma/Degree			
Major/Minor Subjects			
List Licenses, Professional, Registration, other Recognition:			
List Special Skills or Qualifications:			
<u>Military</u> : Branch of Service:		Duties/Special Training:	
Period of Active Duty:		Rank at Discharge:	
Type of Discharge:			
Are you claiming Veterans Preference? ☐ Yes ☐ No <i>If yes, a copy of honorable discharge papers (Form DD214) must be attached to this application. Veterans Preference only applies when a qualified candidate obtains passing scores on all parts and phases of examinations/interviews.</i>			

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

Name of Employer:	Dates Employed (Month & Year)	Hourly/Salary Rate:
	From: To:	Starting: End:
Job Title:	Describe your duties:	
Supervisor:		
Address:		
Phone:		
Reason for Leaving:		

Name of Employer:	Dates Employed (Month & Year)	Hourly/Salary Rate:
	From: To:	Starting: End:
Job Title:	Describe your duties:	
Supervisor:		
Address:		
Phone:		
Reason for Leaving:		

Name of Employer:	Dates Employed (Month & Year)	Hourly/Salary Rate:
	From: To:	Starting: End:
Job Title:	Describe your duties:	
Supervisor:		
Address:		
Phone:		
Reason for Leaving:		

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

Name	Address (City, State, Zip)	Phone	Years Known

EMPLOYEE CONSENT - I, _____ herby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the City of Scottsbluff.

Signature: _____

Date: _____

APPLICANT'S STATEMENT (Read Carefully)

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) will 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.

Signature: _____

Date: _____

For City use only!

This application was received by: _____ Date _____

CITY OF SCOTTBLUFF
RECRUITMENT INFORMATION FORM

NAME: _____

FOR THE POSITION OF: PART-TIME LIBRARY TECHNICIAN

Please provide written responses to the following questions and attach to the completed application for employment.

1. How did you learn of this position?

2. Why do you think you would like to work at the public library?

3. Explain your computer skills and what programs you have worked with.

4. What experience do you have that will help you perform the duties of this position?

5. What are some tasks that you completed at your present position which would demonstrate that you are a self-starter who requires little or minimal supervision?

6. Are you able to work an evening and Saturday work schedule?



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

Signature: _____ Date: _____

EMPLOYMENT REFERENCE CHECK

Disclosure Pursuant to the Fair Credit Reporting Act: The City of Scottsbluff may obtain a Consumer Report about you for employment purposes. The Consumer Report may contain information about you including but not limited to the information set forth below. A summary of Your Rights Under the Fair Credit Reporting Act is attached.

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 the City of Scottsbluff to obtain the following:

- Records of educational institutions that I have attended.
- Driving record and civil/criminal history.
- 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/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.

Name (Including Maiden Name): _____ Social Security Number: _____

Address: _____ Phone: _____

Most Recent/Current Employer: _____ Date of Employment: _____

Supervisor's Name: _____ Job Title: _____ Phone: _____

Signature: _____ Date: _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051