



Job Announcement

February 2024

West Yellowstone Public Library

Position: Staff Librarian

The West Yellowstone Public Library is seeking a full time Staff Librarian. The position requires organizing and maintaining library materials according to established procedures, assisting patrons, and performing other duties related to library operations. This is a unionized position; salary will be based on the current contract. Wage: \$ 23.05 (DOE) + \$1.00 per hour after successful completion of the first six months of probation.

Application form and detailed job description are available from the West Yellowstone Town Offices located at 440 Yellowstone Ave. or <https://www.townofwestyellowstone.com/home/job-openings/>

All applications must be submitted by **Friday, March 29th, 2024**, to the Town Offices by the close of the business day (5:00 pm). Applications may also be submitted by mail to Town of West Yellowstone, PO Box 1570, West Yellowstone, MT 59758, but must be mailed early enough to allow for delivery by the closing date. Applications that are incomplete or unsigned as of the closing date will not be considered in the selection process.

All applications are encouraged to read the full position description for other responsibilities and essential functions. This is a full time, year-round position. Selected applicants must successfully complete a six-month probationary period. The Town Council has enacted a Drug and Alcohol-Free Workplace Policy. This policy includes pre-employment, random and for cause drug and alcohol testing. A copy of this policy is available for review at the Town Office. Full time employees will be eligible for the Town's benefit package.

West Yellowstone Public Library

Job Description

February 2024

POSITION:

Staff Librarian

DEPARTMENT:

West Yellowstone Public Library

ACCOUNTABLE TO:

Director /Library Board of Trustees

Summary of work:

Under the general guidance of the Director, the Staff Librarian will assist library patrons with reference questions, and routine computer and Internet use questions; staff the circulation desk; function as technical support for the public access computers, and printer; coordinate community volunteers; perform routine library clerical and data collection tasks associated therewith; plan and participate in library programs; will help to select, process and catalog library materials; other duties as assigned (see page 3 for a more detailed list).

Job Characteristics:

Nature of work: This position functions as Staff Librarian, as well as performing routine technical support for the public access computers, and library tasks. Position organizes and maintains library materials according to established procedures, assists patrons, and performs other duties related to library operations.

Personal Contacts: Daily contact with the public, children, other library staff, other town employees, and library board members.

Essential Functions: This position requires the knowledge of adult, children, and young adult library materials; the ability to communicate effectively orally and in writing; the ability to work with the general public under fast-paced conditions; the ability to type, work with library automation, databases, computer software, word processing, Chrome, and spreadsheets; ability to navigate the Internet, and answer questions pertaining to it; ability to troubleshoot and perform routine maintenance on the public access, and staff computers; ability to retrieve and return books to shelves (bend and lift 30 lbs.); ability to maintain files and records in an orderly fashion; ability to adhere to policies and statutes on confidentiality.

Areas of Job Accountability and Performance:

Maintains and improves all areas of the library, effectively communicates with the public; composes and prepares routine correspondence; assists the Director and Library Board with annual budget preparations; maintains library annual statistics; acts as the secretary at library board meetings; assists library patrons; run overdue notices and hold alerts using the automation software; orders and processes interlibrary loan materials as needed; supervises volunteers.

Job Requirements:

Knowledge: The position requires a basic knowledge of library methods, practices, procedures, and confidentiality, as well as books and literature.

Skills: The position requires strong computer skills with the ability to support and maintain public access computers; update, and post on social media, respond to email, update the library website; basic typing, processing, filing, and operation of library and office equipment.

Abilities:

The position requires the ability to work with the public; shelve books; maintain a filing and catalog system according to standard library procedures; deal courteously and tactfully with patrons; keep patron information confidential; be dependable, efficient and honest and flexible, to communicate effectively orally and in writing; to follow verbal and written instructions; ability to plan, organize and execute children and adult programs and activities; and to establish effective working relationships with fellow employees, supervisor, the library board members.

Education and Experience:

The above knowledge, skills, and abilities are typically acquired through a combination of experience and education equivalent to a college degree. Experience working with the public is required. Experience in education, or a school or public library is highly recommended.

Job Performance Standards:

Evaluation of the position will be based primarily on the performance of the preceding requirements and duties. Examples of job performance criteria include but are not limited to the following:

- Performs assigned duties.
- Demonstrates knowledge and understanding of library operations and procedures.
- Grow professionally and remain current with the literature, technology, trends, skills, and knowledge relevant to their position.
- Takes responsibility for fulfilling job duties, demonstrating consistently high-quality work, and productive output.
- Handles library materials and library property with care and diligence.
- Adheres to state law influencing the duties and responsibilities of the position.
- Adaptable and works well in a group environment and independently.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Is hospitable; displays consideration and provides useful and cooperative assistance when dealing with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective communicative working relationships with fellow employees, supervisors, the Board of Trustees, and the Foundation.

West Yellowstone Public Library
STAFF LIBRARIAN DUTIES AND RESPONSIBILITIES
Revised 2/2024

Staff Librarian's Responsibilities:

1. Assists library patrons with routine computer, printer, and internet questions.
2. Staff circulation desk—check materials in and out; has knowledge of our working catalog, e-book program, and databases, and can assist and answer patron's questions about them.
3. Organizes and maintains library materials according to established library procedures.
4. Assists library patrons with reference, procedural and directional questions.
5. Is responsible for daily data collection and statistic management and maintains these records.
6. Retrieves and shelves books; shelf reads and stack maintenance; weeds when necessary.
7. Maintains files and records and keeps them confidential.
8. Process and organize book/material donations. Organize and maintain book/material sales.
9. Design and post information on social media. Maintain and update library website.
10. Adheres to all policies and statutes on confidentiality.
11. Public interface, with impeccable customer service. Well-mannered with good people skills.
12. Composes and prepares routine correspondence.
13. Runs hold alerts and place holds for library patrons.
14. Helps supervise library volunteers.
15. Works well in a team environment and independently.
16. Dresses professionally for the job.
17. Reconciles cash---daily and for periodic deposits to the Town and Library Foundation.
18. Process and pick up outgoing and incoming mail.
19. Maintains and processes newspapers and periodicals.
20. Processes incoming and outgoing interlibrary loaned books.
21. Coordinates public use of computer terminals and wireless networks.
22. Issues library cards.
23. Submits supply orders as needed.
24. Shovels/snow blow access to the library in the winter, maintain, and water/weed plants inside and on library grounds, pick up garbage around the building. Tend library garden.
25. Maintenance of building including light cleaning, and small repairs.
26. Plan, assist, and organize activities, discussions, and programs at the library and other locations.
27. Create books and information displays.
28. Schedules the use of the community meeting room.
29. Attends meetings, classes, and conferences for library career development. Will be required to receive Montana State Library Certification within three years of the start of employment.
30. Collaborates with others within the library, town departments, school, and across the community to achieve common goals and form effective working relationships.
31. Ability to communicate and get along with coworkers, patrons, other town employees, and the library boards.
32. Other duties as assigned.

APPLICATION PROCEDURE

Please provide the following:

1. Cover letter addressing qualifications for the position.
2. Town of West Yellowstone application form, which can be found at:
www.townofwestyellowstone.com/home/job-openings/
3. A current resume, copies of relevant certifications, and references.

Submit by mail or in-person to:

West Yellowstone Town Office
PO Box 1570 / 440 Yellowstone Avenue
West Yellowstone, MT 59758
(406)646-7795

The Town of West Yellowstone is an Equal Opportunity Employer.



EMPLOYMENT APPLICATION

TOWN OF WEST YELLOWSTONE, MT

P.O. BOX 1570
West Yellowstone, MT 59758
info@townofwestyellowstone.com

Notice To Applicants

We welcome you as an applicant for employment. It is the policy of the Town of West Yellowstone to consider applicants for all positions without regard to race, ancestry, color, religion, creed, sex, national origin, age, marital status, political beliefs, veteran/military, genetic information, sexual preference, or the presence of a non-job related medical condition or physical/mental disability or any other legally protected status unless related to a bona fide occupational requirement. A separate application, resume and other supporting documentation must be submitted for each job vacancy as required by the job posting.

POSITION APPLIED FOR: _____

DEPT: _____ DATE: _____

PERSONAL INFORMATION

Last Name: _____ First: _____ Middle: _____

PRESENT ADDRESS: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Email Address: _____

List other names, if any, used on employment or education records: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

No Yes If yes, please explain:

Are you 18 years or older? No Yes

Please provide the earliest date that you are available for work?

Have you ever been convicted of a felony? Yes No Yes If yes, describe in full – give dates:

[Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements]

Have you ever worked for or are you currently working for the Town of West Yellowstone?

If yes, please give dates: From: _____ To: _____

Department: _____ Prior position: _____

Reason for leaving: _____

Do you have any relatives working for the Town? Yes No

If yes, please give their name(s): _____

EDUCATION

High School:

Name: _____ Address: _____

Did you graduate? Yes No

Diploma or GED: _____

College:

Name: _____ Address: _____

Course of Study: _____ Last year completed: _____

Did you graduate? _____

List Diploma or Degree: _____

Other (specify):

Name: _____ Address: _____

Course of Study: _____ Last year completed: _____

Did you graduate? _____

List Diploma or Degree: _____

SPECIAL SKILLS

Special Skills Relating to The Position You Are Applying For: (clerical skills, heavy equipment operating skills, etc.):

DRIVER LICENSES

Do you have a valid Driver's License? Yes No State: _____

Number: (optional) _____ Expiration Date: _____

Do you have a Commercial Driver's License? _____ If yes, specify: Type: _____

Class: _____ Tank: _____

Endorsements: Hazardous Material: _____ Passenger: _____

Airbrakes: _____ Other (specify): _____

OTHER LICENSES or CERTIFICATES (CPA, Water Treatment, Boiler Operator, etc.)

Name of Licensing Agency: _____ Address: _____

Type of License: _____ Endorsement/Restriction (if applicable): _____

Date Licensed: _____ Date Expires: _____

Name of Licensing Agency: _____ Address: _____

Type of License: _____ Endorsement/Restriction (if applicable): _____

Date Licensed: _____ Date Expires: _____

Name of Licensing Agency: _____ Address: _____

Type of License: _____ Endorsement/Restriction (if applicable): _____

Date Licensed: _____ Date Expires: _____

EMPLOYMENT HISTORY

Instructions: Begin with your present or most recent job and list your work experience with emphasis on experience that is relevant to the position for which you are applying. Include military service and any volunteer work which has provided experience that would help you qualify. If the space below is not adequate, you may respond to this section on a separate sheet of paper. **This information must be completed even if a resume is submitted.**

NOTICE TO APPLICANTS: Information that you provide on this application is subject to verification. Previous employers may be contacted as references and for verification.

May we contact your current employer? Yes No

CURRENT EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

EMPLOYMENT HISTORY

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

PAST EMPLOYER: _____ Address: _____

Date Employed:

From: _____ To: _____

Position: _____ Salary: _____

Contact: _____ Phone: _____

Describe work performed: _____

Reason for leaving: _____

REFERENCES

List three (3) references, excluding relatives, who have knowledge of your ability to perform this job:

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Full Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

AUTHORIZATION TO RELEASE INFORMATION

1. As an applicant for a position with the Town of West Yellowstone, I am required to furnish information which this agency may use in determining my qualifications. I hereby expressly authorize release of any and all information which you, as a previous employer or employment reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person furnishing the information requested. I authorize the use of duplicated copies of this document to serve as the original.
2. I acknowledge that I may have to submit to a drug and alcohol test prior to employment if required by the Town of West Yellowstone Drug-Free Workplace and Pre-Employment Drug Testing Policy. I further acknowledge that a negative drug test result and remaining drug free are conditions of my employment.
3. For the purpose of in-house security, I consent to a background and security investigation prior to employment.
4. I certify that the foregoing answers, and all supplemental documents are correct and that false information may disqualify me from employment with the Town of West Yellowstone, and may result in dismissal if employed. I understand that employment may be contingent upon satisfactory completion of a physical examination showing that I can adequately perform job-related functions. If employed by the Town of West Yellowstone, I will abide by the Town's Policies, Practices, and Procedures.

I have read and agree with the above statements. If applying on-line, I authorize electronic submission of this document to serve as the original.

Signature: _____ **Date:** _____

EMPLOYMENT PREFERENCE ACTS

Name: _____

Position Applied For: _____ Department: _____

If you are claiming preference under the **Veterans' Public Employment Preference Act** or the **Persons with Disabilities Public Employment Preference Act**, complete the following. The appropriate documentation must be attached to claim employee preference. Veteran's Employment preference provides the addition of 5 percentage points or 10 percentage points to the applicant's score when a numerically scored selection procedure is used. Contact your local Job Service for details on veterans' preference. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services (PHHS) for details on obtaining persons with disabilities preference certification.

If you claim Preference, **documentation must be attached**. Please check which attachments you have included:

- DD-214 PHHS Disability Certificate Other

To claim **Veterans' Employment Preference**, you must be a U.S. Citizen and (check ONE of the boxes below):

- A Veteran, if**
1. You have been separated under honorable conditions, **AND** have served more than 180 consecutive days of active federal military duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard or were a member of the reserves who served on federal military duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.
 2. You are or have been a member of the Montana Army or Air National Guard who has satisfactorily completed a minimum of 6 years' service in armed forces, the last 3 of which have been served in the Montana Army or Air National Guard.

- A Disabled Veteran, if**
1. You have been separated under honorable conditions from military duty, **AND**
 2. You have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

The spouse of a disabled veteran if the veteran's disability prevents him/her from working.

The un-remarried surviving spouse of a veteran or disabled veteran.

- A Mother of a Veteran, if**
1. THE VETERAN died under honorable conditions while serving in the Armed Forces, OR THE VETERAN has a service-connected, permanent, and total disability, **AND**
 2. YOUR SPOUSE is totally and permanently disabled, **OR** YOU are the un-remarried widow of the father of the veteran.

To claim **Montana Persons with Disabilities Employment Preference** you must be (check ONE of the boxes below):

- A person with a disability** certified by PHHS, **OR**
- The **spouse** of a totally (100%) disabled person certified by PHHS **AND have** resided continuously in Montana for at least 1 year immediately before applying for employment

SIGNATURE (typed): _____

DATE SIGNED: _____

APPLICANT SURVEY

Title VII of the U.S. Civil Rights Act requires the State of Montana to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

This applicant survey will be separated from your application. The Town of West Yellowstone is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary. Refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will be used only in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual

Position Closing Date: _____

Male

Female

Are you 18 years or older? Yes No

Name: _____

Job Applied For: _____

Department: _____

HOW DID YOU FIRST LEARN OF THIS POSITION?

Newspaper ad or journal ad

Telephone Job Line

Job Service

Career / Job Fair

Female, minority or handicapped referral organization

A friend / employee

Posted in Town Hall

Town of West Yellowstone Website

Other (specify) _____

RACE / ETHNICITY – Please check the **ONE** box that best describes your race/ethnicity:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origins regardless of race.
- White (not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

MILITARY STATUS – Please check the **ONE** box that best describes your military status.

- No Military Service
- Inactive Reserve
- Vietnam Veteran
- Active Reserve
- Retired
- Other Veteran
- DISABLED VETERN

DISABILITY STATUS

- DISABLED PERSONS' EMPLOYMENT PREFERENCE