

CITY OF MORRIS

610 Oregon Avenue • P. O. Box 438 • Morris, MN 56267 • 320-589-3141 • Fax 320-589-3111 • email cityhall@ci.morris.mn.us

The City of Morris is seeking a Library Assistant II for the Morris Public Library. The position is a full-time position with a starting pay rate range of \$17.25 to \$20.61 per hour. The Library Assistant II's schedule will include some evenings and rotating Saturdays.

The Library Assistant II will maintain routine library operations and assist in selections of library materials. This position will also assist with library programs. A full job description is available upon request. The Library Assistant II position requires a high school diploma or equivalent with two years' post-secondary education and/or two years of customer service experience.

To be considered for this position you must submit a job application packet which is available at City Hall or online at www.ci.morris.mn.us. Please submit application packets by Monday, February 12th, 2024 to Maggie at City Hall (610 Oregon Ave) or email to maggie@ci.morris.mn.us.

The City of Morris is an Equal Opportunity Employer (EOE).

Morris Public Library Full-Time Library Assistant II Job Description

Description

The full-time Library Assistant II is an employee of the City of Morris. The Library Assistant II is directly supervised by the Library Director. The Library Assistant II has supervisory responsibility over no one. The Library Assistant II will be hired for 40 hours per week with a starting wage of \$17.25-\$20.61. This is a staff position that requires two years post-secondary education and/or two years of customer service experience. The Library Assistant II's schedule will include some evenings and rotating Saturdays.

Qualifications

Education, Experience, Interests, Abilities

1. High School Graduate or equivalent with two years post-secondary education and/or two years of customer service (required)
2. Experience with working with the public and clerical experience
3. Experience with MS Office products
4. Interest in books, technology, and Library service
5. Ability to use computers and learn Library's circulation system
6. Ability to work well with the public
7. Ability to assist library patrons in the following areas: internet searching, word processing, computer and mobile phone troubleshooting
8. Ability to communicate effectively orally and in writing
9. Ability to lift Library materials as necessary
10. Ability to work without supervision
11. Ability to be flexible in scheduling

Duties and Responsibilities

1. Open and close the Library at designated times
2. Maintain routine library operations within the broad areas of circulation, technical services, and collection development
3. Assist in the decisions regarding selection, preservation, and disposition of library materials
4. Teach and instruct patrons in the proper use of library systems
5. Process inter-library loans and prepare for deliveries
6. Prepare overdue notices and make phone call reminders
7. Receive money for fees, copies, meeting room rental, and donations
8. Assist and supervise Library programs as assigned including but not limited to the Summer Reading Program, Story Time, Book Clubs, Author Visits, and Legacy Programs
9. Set-up displays
10. Assist with marketing and promotion of Library programs and events
11. Assist Library volunteers
12. Keep Library clean and neat. Will be required to perform some janitorial duties
13. Mend books and other Library materials as necessary
14. Assist with special projects such as but not limited to inventory and weeding collection
15. Attend workshops, meetings, seminars as needed to learn new Library techniques and procedures

16. Assist with shelving materials
17. Keep order in public areas and enforce policies
18. Perform other duties as assigned by the Library Director

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and talk or listen; use hands and fingers to handle, feel, or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to stoop, kneel and crouch. The employee is frequently required to lift and/or move up to 15 pounds, and occasionally required to lift and/or move 25 or more pounds.

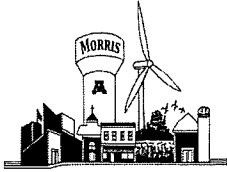
Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirement of the job change.

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APPLICATION FOR EMPLOYMENT
 An Equal Opportunity Employer

Position applied for:	Date:
Available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Shift Work	
When would you be available?	
Last Name	First Name
Middle Name	
Address:	Are you legally eligible to work in the U.S.? ___ Yes ___ No <i>(If hired, you will be required to provide documentation that you are eligible to work in the U.S.)</i>
Telephone Numbers: Home (___) _____ Work (___) _____	
Are you at least 18 years old? ___ Yes ___ No <i>(If yes, verification will be required.)</i>	
Are you currently employed? ___ Yes ___ No	
May we contact your present employer? ___ Yes ___ No	

RECORD OF EDUCATION

Education	School Name, City and State		Major Area of Study
High School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No GED <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		Degree Completed: <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> No degree _____ (# of years completed or credits earned.)	
Technical Or Certificate Programs		Indicate type of certificate earned.	
Summarize special skills/training not listed above:			

Current Employment Information		
Employer:	Dates Employed: From _____ to _____	Job Title:
Address:		
Telephone:	Job Duties:	
Supervisor Name:		
May we contact --- YES / NO		
Reason for Leaving:		

Previous Employment Information		
Employer:	Dates Employed: From _____ to _____	Job Title:
Address:		
Telephone:	Job Duties:	
Supervisor Name:		
May we contact --- YES / NO		
Reason for Leaving:		

Previous Employment Information		
Employer:	Dates Employed: From _____ to _____	Job Title:
Address:		
Telephone:	Job Duties:	
Supervisor Name:		
May we contact --- YES / NO		
Reason for Leaving:		

List professional registrations, memberships, licenses and/or certificates related to the position you are applying for:

REFERENCES: Please list three persons, who are not related to you or previous supervisors, who can provide professional references.

Name and Address	Telephone Number	Relationship/Occupation	Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING.

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be extended by the City of Morris that such employment with the City of Morris is at will, for no specified duration and may be terminated by either the City of Morris or myself at any time, with or without cause. I understand that none of the documents, policies, procedures, actions, statements of the City of Morris or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Morris. In consideration for employment with the City of Morris, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Morris at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Morris, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Morris and/or its representatives, agents or vendors and release all parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

THE CITY OF MORRIS IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE (INCLUDING, BUT NOT LIMITED TO, HAIR TEXTURE AND HAIR STYLES SUCH AS BRAIDS, LOCS AND TWISTS) COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd. 2).

Private Data	Why We Ask For It	Are You Legally Obligated to Provide It?	What May Happen If You Don't Provide It
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.

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VETERAN'S PREFERENCE

Complete this form **ONLY** if you are a veteran **AND** are claiming Veteran's Preference.

Note: Copy of DD214 must be attached.

You must submit a **PHOTOCOPY** of your DD214 or other military documents to substantiate the service information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, contact your Veteran's Service Office.

The City of Morris operates under a point preference system which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans to determine interviews on open competitive applications; fifteen (15) points are added if the veteran has a service connected compensable disability as certified by the Veterans Administration.

To qualify for preference for an open application, you must have been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on active duty, or after having served the full period called or ordered for active duty and be a United States citizen or resident alien.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If your DD214 is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last, First, Middle Initial)

Position for Which you Applied

Address (Street, City, State, Zip)

Telephone Number

Are you a citizen or resident alien?
YES NO

Veteran (10 points) (DD214 or DD216 must be submitted to receive points):

Honorably discharged veteran..... YES NO

FOR DISABLED VETERANS (15 Points): (DD214 and Letter from VA of proof of disability must be submitted to receive points).

Percent of Disability: _____%

Honorably discharged disabled veteran..... YES NO

AFFIDAVIT:

I hereby claim Veteran's Preference for this application and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby authorize the Veterans Administration to release information necessary to process this application to the City of Morris.

Signature

Date

Information Regarding Claiming Veteran's Preference

Preference points are awarded to qualified veterans subject to the provisions of MN Statute 197.447.

The veteran must:

1. Be a U.S. citizen or resident alien,
2. Have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either
 - a. Served on active duty for at least 181 consecutive days, or
 - b. Have been discharged by reason of service connected disability, or
 - c. Have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e. having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - d. Certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veteran's preference points. You are required to supply the following information:

1. Attach a copy of the DD214 or DD215. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
(DD214 "Member-1" copy will not be accepted).
2. Disabled veterans must also supply a Military/United States Department of Veteran's Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per MN Statute 197.455.

Thank you for your military service and for your interest in employment with the City of Morris. Please contact our office at (320) 589-3141 or your local County Veteran's Service Office if you have any questions regarding veteran's preference in public employment.

CITY OF MORRIS

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the City of Morris is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87 on Government Data Practices require that you be informed that the following information which you are asked to provide on the application for employment is considered private data: 1. Name, 2. Home address, 3. Home telephone number, 4. Social Security number, 5. Date of birth, 6. Conviction record, 7. Sex, 8. Age group, 9. Disability type, 10. Racial/ethnic group.

We ask this information for the following reasons: to distinguish you from all other applicants and identify you in our personnel files; to enable us to verify that you are the individual who makes the application; to enable us to contact you when additional information is required, send you notices and/or schedule you for interview; to determine if you meet the minimum age requirements (if any); to conduct proper investigations if you are applying for a position; to determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for; to enable us to ensure your rights to equal opportunities and to meet affirmative action goals; to meet federal and state reporting requirements; and to make processing more efficient.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in the City of Morris and the policies, rules, and regulations promulgated pursuant thereto.

FURNISHING SOCIAL SECURITY NUMBERS, DATE OF BIRTH (unless a minimum age is required), SEX, AGE GROUP, AND DISABILITY DATA IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.

Private data is available only to you and to other persons in the City offices who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Witness my signature that I fully understand the contents of this warning.

Applicant's Signature

Date