



Oxford Public Library  
Library Assistant

112 Augusta Ave.  
Oxford, IA 52322

This part-time position will include customer service, as well as administrative, technical, and other tasks under the direction of the Library Director. Duties will include but are not limited to:

- Ordering, processing, lending, locating, and shelving of books, periodicals, DVDs, and other materials.
- Entering, updating and maintaining patron records on computer, along with sending overdue notices and collecting fines as necessary.
- Instructing patrons on how to use the library catalog and other online resources including databases, eBooks, etc.
- Planning and executing library programs for all ages as approved by director, such as children's storytimes, school visits, author presentations, book clubs, etc.
- Attending city/county/state meetings and/or trainings of library interest.
- Other duties as assigned, such as: processing interlibrary loan requests, creating book displays, gathering statistics, shelf reading, getting mail, routine office tasks, cleaning, etc.

The ideal candidate will have experience in customer service in addition to being computer-savvy and comfortable with general office equipment. This position requires good oral and written communication skills, as well as the ability to multitask and manage time effectively. A HS Diploma or GED is required. College courses/degree are preferred, but not required. The starting pay is \$10/hr. for 6 hours a week, covering a variety of afternoon, evening, and weekend hours. Schedule is negotiable. The City of Oxford will perform a background check upon job offer.

Please see the following pages, or stop at the library for an application. Application and/or resume may be delivered in person, via mail, or e-mailed to [bdavis@oxford.lib.ia.us](mailto:bdavis@oxford.lib.ia.us) . Questions should be directed to Barb Davis, Director, at [bdavis@oxford.lib.ia.us](mailto:bdavis@oxford.lib.ia.us) .

Position open until filled, with preference given to applications received by Aug. 31, 2019.



# Oxford Public Library

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Availability (days, hours, etc.): \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

*Please include additional employment information on a separate sheet and/or resume.*

## Relevant Experience

Please describe any special skills or experience that would make you uniquely qualified for this position:

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## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_