

Library Page

(Part-time, 10-12 hours/week)
(Combination of day/evening/weekend hours)

*Welcome to the City of West Allis...
an innovative, progressive and ever-evolving
local government*



Definition

Under immediate supervision, a Library Page is responsible for assisting various library departments with routine processing tasks and with shelving materials circulated or used in the library.

Examples of Duties

- Processes returned library materials;
- Sorts and arranges library materials for shelving;
- Shelves library materials;
- Files magazines, pamphlets, and similar library materials;
- Processes magazines;
- Performs photo-copying;
- Retrieves library materials not replaced by patrons;
- Empties the book-drop;
- Performs simple mending of library materials;
- Performs work required in the physical preparation of books and library materials;
- Reads the shelves for neatness and correct order of assigned sections of the collection;
- Assists in routine processing tasks in assigned department;
- Recommends changes in procedures and processes to improve efficiency;
- Supports initiatives such as strategic planning, LEAN and innovation;
- Maintains prompt, predictable, and regular physical attendance;
- Provides truthful and accurate written and verbal communications;
- Maintains the ability to competently and credibly testify in court;
- Performs other duties as assigned

Qualifications

Education, Training and Experience

Eighth grade education/equivalent and at least 16 years of age.

Knowledge, Skills, and Abilities

Ability to understand and follow verbal or written instructions; ability to file correctly in alphabetical, numerical, or chronological order; ability to establish and maintain relationships with a diverse population at all levels of the organization including supervisors, employees and the public; ability to foster an environment that embraces trust and respect; possess emotional intelligence, accountability and initiative and deliver service excellence.

Physical Job Demands

Possess the physical capacity to perform the duties of the position, including, but not limited to, continuous lifting and carrying up to 50 pounds; frequent standing, walking, sitting, bending, and stooping; occasional pushing and pulling of book trucks up to 100 lbs.; ability to continuously focus for long periods of time while shelving and shelf reading; ability to frequently reach and climb; ability to use a step stool and/or work from a step ladder; and the ability to frequently kneel, twist, stretch, squat, etc.

Reference Chart

Activity Frequencies	
Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

Ability to withstand exposure to variable odors, cleaning products and dust.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to, or delete from, any section of this document as it deems, in its judgment, to be proper.



Salary

The West Allis resident hourly rate is \$8.50.

The non-West Allis resident hourly rate is \$8.33.

Examination Data

In addition to review of the application, an examination will consist of a written test designed to assess knowledge, skills, and abilities which pertain to the position and which will be weighted 60%.

A select number of applicants who pass the written test with a qualifying rating will be further evaluated in an interview which will be weighted 40%.

Applicants will be notified later as to the time and place of examination.

Post-Offer Drug Test

Upon offer of employment, persons who are 18 years of age or older must pass a post-offer drug test as a condition of employment. The City of West Allis is an at-will employer; employment may be terminated at any time for any reason.

How To Apply

Application forms, available online at www.westalliswi.gov/careers, or at the Human Resources Department, Room 133, City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin, 53214, must be completed and **ON FILE NO LATER THAN 5:00 P.M. FRIDAY, JUNE 30, 2017.**

Please note:

A job interest card may not be substituted for the application form. Visit our website at www.westalliswi.gov for further information on the City of West Allis.



The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.



APPLICATION FORM

ATTENTION APPLICANTS - PLEASE READ

Following are important points to know about the City of West Allis application process:

1. **Applications must be completed in full.** Applications not completed in full may be subject to disqualification.
2. A completed application form is required. You may supplement the application form with a resume; however, providing a resume does not exclude you from completing the application form in full.
3. It is to your advantage to be clear and thorough when completing the application, as it is the only means the City has of reviewing your qualifications for employment. We cannot assume more than what you tell us.
4. If you faxed or emailed your application, you still need to mail in or drop off the original in order to be considered for employment.
5. After all the applications are reviewed, the most qualified candidates will be invited to participate in other phases of the hiring process. All applicants are evaluated on job-related factors only.
6. If you will be unavailable (e.g., out of town) within the next 90 days, please indicate the dates you will not be available on the front section of the application form. Dates of unavailability will be reviewed to determine if any accommodations are feasible.
7. It is the policy of the City of West Allis to provide reasonable accommodations for qualified individuals with disabilities who are applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the testing or interview phase of our hiring process, please contact the Human Resources Department at (414) 302-8270 or e-mail jbarwick@westalliswi.gov at least 72 hours (i.e., three (3) work days) in advance. Each request for accommodation will be reviewed on a case-by-case basis and accommodated unless it is determined to be unreasonable.
8. If you are having problems completing the application form or have any questions or concerns, contact the Human Resources Department.

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(APPLICANT MAY RETAIN THIS PAGE)

TEAR HERE

TEAR HERE

TEAR HERE



Human Resources Department
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

Exam No. _____

Telephone: 414-302-8270
Fax: 414-302-8275
www.westalliswi.gov

City of West Allis

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

IMPORTANT: READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION. EXCEPT WHERE NOTED, ALL REQUESTED INFORMATION MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. PLEASE TYPE OR PRINT.

Dates of unavailability (If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available):

Position applied for _____

Name _____
(LAST) (FIRST) (MIDDLE)

Social Security Number _____

Other names under which you have been legally known _____

Address _____
(STREET) (CITY) (STATE) (ZIP)

Phone Number: Home _____ Cell _____

E-Mail Address _____

Are you at least 18 years old? Yes No

Do you have the legal right to live and work in the United States? Yes No

Do you wish to have the information contained in your application materials remain confidential as permitted by law? Yes No

If the job requires use of a motor vehicle, do you have a valid Wisconsin Driver's License? Yes No

If the job requires use of a Commercial Driver's License (CDL), do you have a valid CDL? Yes No

List CDL classification(s) and/or endorsement(s) _____

MILITARY SERVICE:

Have you ever served in the U.S. Armed Forces, National Guard or Military Reserves? Yes No

Dates of Duty: From _____ To _____
MM / DD / YYYY MM / DD / YYYY

To receive credit for veteran's preference points, you will be required to provide a copy of your DD Form 214 upon request.

EDUCATION AND TRAINING:

Do you have a High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of High School: <hr/> City/State: <hr/>	Do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No From Where: <hr/> City/State: <hr/>	If no High School Diploma or GED, indicate the highest grade or year completed (6, 7, 8, 9, 10, 11, 12): From Where: <hr/> City/State: <hr/>
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Training Beyond High School (Technical College, College, University, or other schools you have attended)

Name and Location	Graduated	Degree Conferred	Major
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

List any other education, training, license(s) and/or certificate(s) – be specific and include dates:

WORK HISTORY:

GIVE A COMPLETE RECORD OF ANY EMPLOYMENT, SELF-EMPLOYMENT, MILITARY SERVICE AND/OR VOLUNTEER WORK YOU HAVE HAD IN THE PAST 10 YEARS. Start with your current or most recent job. Indicate any change in job title under the same employer as a separate position. You may include positions beyond the 10-year period if they are related to the position for which you are applying. Although resumes are welcome, they may not be substituted for the information requested below.

PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____

If you were discharged for cause from any employment, state the details:

List any equipment, machines, tools, or computer software you are skilled in using:

VIOLATIONS OF LAW: A Police background check may be conducted prior to a job offer.

Are you currently subject to a pending charge? Yes No

If yes, what is the pending charge?

Have you ever been convicted of operating a vehicle while intoxicated (OWI)? Yes No

Have you ever been convicted of any violations of law excluding minor traffic violations? Yes No

If you answered yes to either of the questions above, list and specify what you have been convicted of, date and location of conviction, and the penalty imposed:

(The City, as a matter of explicit policy, does not use pending charges or convictions as the sole criteria in its employment decisions; they will be considered only if there is a substantial relationship to the circumstances of the particular job or if bondability is at issue.)

Have you applied with the City of West Allis before? Yes No If yes, for what position(s) and when?

CERTIFICATION AND AGREEMENT

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal.

I authorize the City of West Allis to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City of West Allis, the City is an at-will employer and I may be terminated at any time for any reason.

(DATE)

(SIGNATURE OF APPLICANT)

(FOR HR OFFICE USE ONLY)

Comments: _____



ADDITIONAL INFORMATION

This form MUST be returned with your application materials.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

To help us comply with Federal/State Equal Employment Opportunity record keeping and other legal requirements, please answer the questions below.

Position applied for _____ Social Security Number _____

Name _____ (LAST) (FIRST) (MIDDLE)

COMPLETION OF THIS PART OF THE FORM IS VOLUNTARY. The information you provide will not be used in the decision to hire. If you choose not to complete this section, proceed to the bottom of the form for your signature and date.

Sex: [] Male [] Female Birthdate ____/____/____ Age _____ MM / DD / YYYY

Veteran Status: [] Veteran [] Non-Veteran [] Disabled Veteran, Disability Rating _____%

Ethnic Group:

- [] Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, 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 Islands, Thailand, and Vietnam.
[] American Indian or Alaskan 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.

Do you consider yourself to be disabled? [] Yes [] No

[A disabled individual is: any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment or is regarded as having such impairment. Major life activities which might be substantially limited by such impairment include: walking, talking, or otherwise communicating, self-care, socialization, work training, employment, transportation or adaptation to housing (these are examples only).]

If yes, what is the disabling condition? _____

What limitations does this condition impose on major life activities? _____

How did you hear about this job? (Please specify where applicable.)

- [] Milwaukee Journal/Sentinel [] Job Service [] School _____
[] Spanish Journal [] City Cable Channel [] Community/Minority Organization _____
[] City Website [] Bulletin Board/Walk-In [] Social Media Source _____
[] Interest Card/E-Notify Me [] Employee [] Other Website _____
[] Job Hotline [] Word of Mouth [] Other _____

The above-completed information is true to the best of my knowledge:

(DATE)

(SIGNATURE)