

CITY OF NEDERLAND

JOB POSTING

In accordance with the *City of Nederland Personnel Policy*, notice is hereby given that the City of Nederland is now accepting applications for the position of:

Job Title:	Library Page Regular Part Time (16-20 hours per week)
Department:	Marion & Ed Hughes Public Library
FLSA Classification:	Non-Exempt (Hourly)
Pay Rate:	\$9.53 - \$10.04/hourly
Benefits:	No
Applications Open:	March 15, 2023
Application Deadline:	Open until filled with applications being reviewed on Fridays beginning March 31, 2023.
Open To:	The public

This position is open to each person who makes proper application and meets all eligibility requirements prescribed by the City of Nederland. A completed application must be received by the Personnel Office no later than the closing date/time listed above. Applications may be picked up in the Personnel Office located at:

City of Nederland Office Building
207 N. 12th Street, P. O. Box 967
Nederland, TX 77627
(409) 723-1501 Telephone, (409) 723-1550 Facsimile

In accordance with the *City of Nederland Substance Abuse Policy*, all applicants are hereby advised:

“Any applicant tentatively selected for this position will be required to submit to testing to screen for illegal drug use prior to employment. Employment in the position will be contingent upon a negative drug test result.”

If this position requires a commercial driver’s license as described in the *City of Nederland Wage and Position Classification Plan*, the applicant must comply with the Omnibus Transportation Employee Testing Act of 1991.

The City of Nederland strives to provide employment and promotional opportunities based solely on qualifications, skills, and performance, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, political affiliation, veteran’s status, or any other unlawful basis. The City of Nederland is in compliance with the Americans with Disabilities Act. If you have an established disability as defined in the Americans with Disabilities Act and would like to request a reasonable accommodation when applying, testing, or interviewing for a City of Nederland position, please contact:

Holly Guidry, Human Resources Director
City of Nederland
207 N. 12th Street, P. O. Box 967, Nederland, TX 77627
(409) 723-1501 Telephone, (409) 723-1550 Facsimile

CITY OF NEDERLAND
PERSONNEL SELECTION PROCESS

PROPOSED PAY PLAN

Job Title:	Library Page
FLSA Classification:	Non-exempt (hourly)
City Classification:	Regular Part-Time

BASE SALARY FOR FISCAL YEAR 10/01/2022 - 09/30/2023		
\$9.53	\$9.79	\$10.04

LONGEVITY PAY
Not applicable to this job title.

CERTIFICATE PAY
Not applicable to this job title.

SHIFT DIFFERENTIAL PAY
Not applicable to this job title.

WORK SCHEDULE
This position requires an average attendance of 16 to 20 hours per week, but on occasion may be increased to 30 hours per week to accommodate staffing needs (such as vacation and illness of other staff members), as well as increased utilization of library services during the summer reading program, etc.. The total number of hours worked will not exceed 1,000 hours per year in accordance with the City's Personnel Policy. The schedule will vary but will include evenings and weekends.

BENEFITS
This position is classified as Non-Exempt (Hourly) in accordance with the Fair Labor Standards Act (FLSA). This position is classified as Regular Part-Time in accordance with the City's Personnel Policy. City policy states that Regular Part-Time employees are ineligible for benefits, including, but not limited to, insurance, retirement and paid leave. Regular Part-Time employees do not accrue any seniority, nor is any promise of promotion or future permanent employment made or implied.

**CITY OF NEDERLAND
POSITION CLASSIFICATION PLAN**

Class Title: **Library Page**

Department: **Library**

FLSA: **Non-Exempt**

Category: **Regular Part Time**

Created: **April 3, 1997**

Amended: **March 8, 1999**

GENERAL PURPOSE

Performs a variety of routine clerical and manual work in circulating and processing library materials and providing services to library patrons.

SUPERVISION RECEIVED

Works under the close supervision of the Director of Library Services and/or Library Assistant.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Removes requested books from the shelves; returns books to shelves; maintains orderly and accurate shelf arrangement.

Assists in maintaining library collections and facilities by vacuuming and dusting; picking up toys; straightening books, chairs, shelves, papers, and magazines; changing calendars; and emptying waste containers and book drops.

PERIPHERAL DUTIES

Assists patrons in the selection of library materials.

Checks library materials in and out; processes overdue charges and fines.

Performs routine maintenance on books and other materials, such as mending covers, gluing spines, or tipping in loose pages.

Answers telephone calls and provides information or refers patrons as appropriate.

Assists staff in conducting special programs for patrons, such as preparing refreshments, setting up, maintaining order, etc..

Serves as a member on various City employee committees, as assigned.

Assists staff in the performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) Graduation from high school or GED equivalent; or
- (B) 16 years of age or older and enrolled and attending high school.

Necessary Knowledge, Skills and Abilities

- (A) Working knowledge of Dewey Decimal Classification system; working knowledge of basic office procedures.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to accurately maintain library filing systems; ability to orally communicate effectively; ability to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public.

TOOLS AND EQUIPMENT USED

Library computer system; calculator; copy and fax machine; phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; drug screening and final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

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 requirements of the job change.

CITY OF NEDERLAND
EMPLOYMENT APPLICATION (REV. 10/2011)

City of Nederland Personnel Department
P. O. Box 967, 207 N. 12th Street
Nederland, TX 77627
Telephone: (409) 723-1501

<u>DISTRIBUTION</u>
<input type="checkbox"/> Dept. Head
<input type="checkbox"/> Supervisor

Equal access to programs, services, and employment is available to all persons.
Those applicants requiring reasonable accommodation to the employment process should notify the Personnel Office.

ESSENTIAL SERVICES POLICY NOTICE						
All Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.						
Position applied for: Library Page				Posting date: March 15, 2023		
Referral source: <input type="checkbox"/> -City web-site <input type="checkbox"/> -Texas Workforce Commission <input type="checkbox"/> -Referred by City employee <input type="checkbox"/> -City bulletin board <input type="checkbox"/> -Southeastexas.com <input type="checkbox"/> -Other Name of source, if applicable: _____						
Date application issued:			Date application returned:			
Last Name (Indicate Jr., Sr., III)		First Name		Middle Name		
If ever known/identified by any other name(s), please list full name(s):						
Mailing address:	Street or PO Box	City	State	Zip		
Physical address:	Street	City	State	Zip		
Telephone numbers:		Residence-()	Cell-()			
In supporting our effort to go paperless, please list an email address in this section that all correspondence regarding this job opening can be sent to. All contact regarding testing, interviews, etc. will be emailed unless you request otherwise. <input type="checkbox"/> I would like all correspondence to be sent to the email address listed below: Email address: _____ <input type="checkbox"/> I do not have internet access and/or do not regularly use email as a form of communication. Please send all correspondence via US mail to the mailing address listed above.						
Type of employment desired: <input type="checkbox"/> -Full time <input type="checkbox"/> -Part time <input type="checkbox"/> -Temporary <input type="checkbox"/> -Internship						
Have you submitted an application here before? If yes, give approximate dates.						<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you previously worked for the City of Nederland? If yes, where and when?						<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you related to any member of City Council or any person now employed by the City of Nederland? If yes, please list their names and relationship.						<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Earliest date you would be available to begin duty, if selected:						_____
What is the best number to reach you and what is the best time to call? () _____ - _____, extension _____. Best time: _____						<input type="checkbox"/> -Yes <input type="checkbox"/> -No
What is your current availability for work?						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EMPLOYMENT DISCIPLINE AND TERMINATION If yes to any of the below, explain in detail on a separate page. Include employer, date of action, circumstances, etc. Be specific.

Have you ever been subjected to any type of disciplinary action at work?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been subjected to any type of investigation for disciplinary or internal employment reasons?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Has it ever been suggested to you, or have you ever been asked to resign, from any position of employment?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever resigned from any position or employment while under investigation or after being notified that an investigation was contemplated?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been fired or told that you were going to be fired?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

CRIMINAL HISTORY

Have you ever been convicted of a misdemeanor (higher than Class C) or felony? If yes, describe in full on a separate sheet of paper, including dates, criminal offenses, location (city and state), and disposition.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? If yes, describe in full, including dates, criminal offenses, location (city and state), and disposition.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? If yes, describe in full on a separate sheet, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever applied for a concealed handgun permit? If yes, was the permit granted or denied? If denied, describe the reason for denial in full on a separate sheet of paper.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been charged or convicted for a violation relating to concealed handguns? If yes, describe in full on a separate sheet.	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

EDUCATION AND TRAINING. Copies of transcripts and/or certificates/degrees received from formal education or training must be submitted if required for the job as stated in job description.

High School or GED?	Completed?	School or Program Name	City, State	Highest Grade Completed
<input type="checkbox"/> High School <input type="checkbox"/> GED	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Education	Graduated?	School Name	Major Areas of Study	Hours completed or Degree or Certificate received
College/University	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Graduate School	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Business/Technical	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			
Special Courses	<input type="checkbox"/> -Yes <input type="checkbox"/> -No			

CURRENT LICENSES/CERTIFICATIONS/REGISTRATIONS

Type	Number	State	Expiration
Drivers: <input type="checkbox"/> -Class C <input type="checkbox"/> -Class A CDL <input type="checkbox"/> -Class B CDL <input type="checkbox"/> -Other: _____			

What special endorsements or restrictions do you have on your CDL license? (If applicable): _____

Skills and Qualifications - List skills and qualifications you possess that are applicable to this position:

ASSOCIATIONS AND OFFICES HELD List professional, trade, business, or civic associations/organizations and any offices held. *Exclude* memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

Dates	Association/Organization	Membership, Offices Held

ACCOMPLISHMENTS List special accomplishments, publications, awards, etc.. *Exclude* information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.

INTEREST IN THIS POSITION Please state why are you interested in this position and your reason for wanting to leave your current employer.

ADDITIONAL INFORMATION List any additional information you wish to be considered.

REFERENCES List three business/work references who are not related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Describe Affiliation	Years Known
	()		
	()		
	()		

AUTHORIZATION AND RELEASE FORM

I understand this application is current for this selection process only. At the conclusion of this selection process, this application will become inactive. When a future vacancy arises, and if I wish to be considered for employment, it will be necessary for me to fill out a new application. Applications submitted after the posted deadline will not be accepted.

I understand the City of Nederland, hereinafter referred to as "the City", does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, State, or Federal law.

I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. The demonstration tests will be required of all applicants for the particular job, without exception. Applicants are to notify the City in advance of any reasonable accommodation necessary to perform job functions or tests.

I understand that in accordance with the City of Nederland Substance Abuse Policy that any applicant tentatively selected for this position will be required to submit to pre-job offer testing to screen for substance and/or alcohol abuse prior to employment, and that employment in the position will be contingent upon a negative test result. I understand that failing the substance and/or alcohol screen will eliminate me from being considered for this position and any other position with the City for a one year period.

I understand that if I am hired for a position requiring a commercial drivers license, I must comply with the Omnibus Transportation Employee Testing Act of 1991.

I understand that if I am made a tentative offer of employment, my employment is contingent upon successful completion of a post conditional job offer fitness for duty examination and/or medical examination.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that all Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, driving records, and other related matters. I give the City the right to contact and obtain information from all references, employers, educational institutions, and government agencies and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City and its representatives for seeking, gathering, and using such information and all other persons, corporations, agencies, or organizations for furnishing such information. Accordingly, I hereby authorize all current and former employers, and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and all information maintained by any such employer, concern, agency, or entity concerning my personal history. I understand if employment with the City is denied wholly or partly because of information contained in a consumer report obtained from

a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of any application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators, and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions, and causes of action pertaining to or arising out of the City's consideration for my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

I understand that the City is an employment-at-will employer, in that, either I or the City may terminate my employment at any time for any or no reason subject to applicable state of federal law. I understand that if I am hired, I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that my application is subject to the Texas Public Information Act and may be released as a public document. I understand that this application is the property of the City and will become a part of my personnel file if I am hired.

I understand that any falsification, willful omission or deception made in connection with the employment process shall be sufficient cause for refusal of employment or dismissal whenever it is discovered.

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date Signed

Print Name