



# CITY OF GERING

## Job Posting Notice

**Position Title:** Library Page – part time position

**Department:** Gering Public Library

**Pay Scale:** \$12.00 - \$13.50 per hour

**Application Deadline:** Position will remain open until filled; initial review of applications will begin at 4:00 p.m., Friday, July 26, 2024.

**Job Description:** Detailed Description Attached

The City of Gering Public Library is accepting applications for the part-time position of Library Page. Hours for this position are flexible but do include evenings & Saturdays. Summer hours may vary. This position involves, but is not limited to, working with the public on a regular basis, computer assistance, as well as clerical and technical duties. The library is seeking a creative, team-oriented person with computer and customer service experience. Specific duties, responsibilities, and desired qualifications are available with the application form.

Apply at the Gering Public Library, 1055 P Street, or 1025 P Street, Gering, NE 69341.

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

**Please submit a completed application, including a cover letter.**

Human Resources - City of Gering  
1025 P Street/PO Box 687  
Gering, NE 69341  
Phone: 308-436-6848  
sgoss@gering.org

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

**Job Applications must be completed in their entirety ("see resume" is not sufficient)** as this is the tool that will be used during the initial review in order to select applicants for interview. **A resume and cover letter are required, please submit with the job application.**

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided in this application.

You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.



**CITY OF GERING APPLICATION FOR EMPLOYMENT**

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

\_\_\_\_\_

Last Name    First Name    Middle    Date

\_\_\_\_\_

Street Address (physical & mailing address)    Contact Number

\_\_\_\_\_

City    State    Zip Code    Email Address

Have you ever applied for employment with us?

Yes    No          If yes, dates: \_\_\_\_\_          Date available to begin work: \_\_\_\_\_

Position desired: \_\_\_\_\_          Pay expected: \_\_\_\_\_

What hours are you available?

Full Time     Part-Time     Seasonal     Overtime (if requested)

Are you legally eligible for employment in the United States?     Yes    No

Are you over the age of 18?    Yes    No

Membership in professional and civic organization (Exclude those that may disclose your race, color, religion, age or National origin.)

Other special training or skills (languages, machine operation, etc.), special accomplishment or awards.

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School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/ Technical School						
College/University						
Graduate School						

Military Service: Did you serve in the U.S. Armed Forces?  Yes  No

Describe any training received relevant to the position for which you are applying:

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**REFERENCES WE MAY CONTACT:**

\_\_\_\_\_

Name	Years Known	Telephone	Business
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\_\_\_\_\_

Name	Years Known	Telephone	Business
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\_\_\_\_\_

Name	Years Known	Telephone	Business
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**EMPLOYMENT HISTORY:**

Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name	_____	Telephone	_____
Address	_____	Starting Pay	_____
Supervisor's Name	_____	Ending Pay	_____
Job Title	_____	Employment Dates:	
Describe your work	_____	From:	_____
		To:	_____

Reason for leaving

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Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Ending Pay \_\_\_\_\_

Job Title \_\_\_\_\_

Employment Dates:

Describe your work \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Starting Pay \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Ending Pay \_\_\_\_\_

Job Title \_\_\_\_\_

Employment Dates:

Describe your work \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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We may contact the employers listed above unless you indicate those you do not want us to contact.

**PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION:**

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may

terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:**

1025 P Street  
Gering, NE 69341

Phone: 308-436-6848

Fax: 308-436-6899

or email to [sgoss@gering.org](mailto:sgoss@gering.org)

**NOTE:**

*If submitted by email or fax, please understand that the original applications need to be mailed to the above address.*



## JOB DESCRIPTION

Title: Library Page

Type:  Full Time  Part Time  Seasonal

Department: Library

FLSA:  Exempt  Salary

Reports to: Library Director

Pay Grade: Parttime /1

Non-Exempt  Hourly

Date Adopted:

Previous Revision Date: April 2019

Union:  Yes  No

Last Revision Date: July 2024

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### Job Summary:

The Library Page position involves performing tasks to circulate and maintain the orderly appearance of library materials. This role follows established procedures and involves public contact under close supervision.

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### Essential Functions:

- Arrange library materials on the shelves according to classification number, alphabetically by author, or by date.
- Assist in checking materials in and out.
- Help customers find information and use special equipment.
- Assist in the general maintenance of the library collection and overall appearance.
- Assist in the preparation and general maintenance of library displays.
- Provide support to other library staff as needed.
- Perform additional duties as requested by the Library Director and/or Librarians.

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### Qualifications:

#### 1. Education and Experience:

- Minimum age of 15 and completion of Ninth Grade.
- Previous job experience is preferred.

#### 2. Necessary Knowledge and Skills:

- Basic understanding of library systems and office procedures.
- Ability to operate office equipment such as computers, copiers, fax machines, and telephones.
- Effective oral and written communication skills.
- Ability to establish effective working relationships with employees, supervisors, customers, and the general public.



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**Tools & Equipment Used:**

- Library computer system, calculator, copy and fax machines, telephone, Cricut.

**Physical Demands:**

The physical demands outlined here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Manual dexterity required for operating office equipment.
- Occasionally required to sit, climb, balance, stoop, kneel, crawl, talk, and hear.
- Frequently lift and/or move up to 25 pounds.
- Vision abilities: Close, distant, color, peripheral, depth, and ability to adjust focus.

**Work Environment:**

- Generally quiet noise level
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**Supervisory Responsibility:**

- None.
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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with 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.

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**Approved:**

City Administrator



Date

7/8/24