

Hardee County, FL

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Library Assistant (PT)

Department: Library

Pay Grade: 101 (\$12.02/hrly. to \$18.51/hrly.)

JOB SUMMARY

The Library Assistant performs para-professional library work assisting in one or more of the service areas in the library. Employees assigned to this position works in the circulation or other areas of the library.

ESSENTIAL JOB FUNCTIONS

- Processes books, which includes attaching labels, reinforcing spines, covering books, etc.
- Prepares and maintains videos for use.
- Orders library materials and other library materials.
- Operates various computer systems and programs associated with library functions.
- Performs routine research.
- Maintains various records.
- Maintains orderly flow of returned materials.
- Assists in the search and recovery of library materials.
- Assists patrons with finding library materials, using computers and printing devices, and answering reference questions.
- Monitors and replenishes supplies from centralized stock for staff and patrons.
- Keeps track of library statistics and data.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or GED equivalent; and two (2) years of performing responsible work in a library or work involving public contact; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Qualifications:

None.

Licenses, Certifications, or Registrations:

- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.

Knowledge, Skills and Abilities:

- Knowledge of the services and operations of the library system.
- Knowledge of standard library clerical methods and practices.
- Knowledge of library policies and procedures.
- Ability to communicate with patrons, supervisors and the public.
- Ability to interpret policies and procedures to the public.
- Ability to deal effectively with library patrons over the telephone and in person.
- Ability to communicate clearly.
- Ability to understand oral and written instructions.
- Ability to work without close supervision.
- Ability to make decisions within the framework of stated policies and procedures.
- Ability to use computers.

- Ability to deal with complex tasks.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to or constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, and walking. Mental acuity is required for making rational decisions through sound logic and deductive processes. Visual ability is required to operate heavy equipment and perform activities specific to the job, such as viewing a computer terminal, observation of facilities or structures, and/or inspection involving small parts or operations of machines.

WORK ENVIRONMENT

Work is primarily performed in an office setting with a temperature-controlled environment and no exposure to external environmental conditions.

Hardee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Equal Opportunity Employer

Hardee County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

All Applications with Resume are accepted in the Human Resources Department located at 205 Hanchey Road, Wauchula, FL 33873 or via email:

humanresources@hardeecounty.net

Position is open till filled