

P H C S A

Palm Harbor Community Services Agency, Inc.

Please send all resumes and a PHCSA employment application to Library Director, Lois Eannel: lois-e@eastlakelibrary.org.

EAST LAKE COMMUNITY LIBRARY
4125 East Lake Road, Palm Harbor, FL 34685

LIBRARIAN I – Adult Services – F/T

The duties below are representative of the duties of the position and are not intended to cover all the duties performed by incumbents of any particular position.

DEFINITION

This is an entry level professional position with a focus of applying the full range of basic library knowledge and techniques in the performance of duties.

Work involves analyzing the library's and departmental needs, selecting materials, applying bibliographic controls, advising the public in the use of the online catalog, databases, and reference questions, and providing readers advise, as needed. Work is reviewed by the Department Head through observation, conferences and analysis of reports.

ILLUSTRATIVE DUTIES

1. Participates in library committee work and cooperative efforts to improve the library and customer service.
2. Supervises other library personnel in the absence of the Department Head.
3. Participates in the acquisition of library materials suitable for the department.
4. Recommends changes in library policies and procedures in assigned-areas of responsibility.
5. Establishes goals and objectives with regard to areas of responsibility.

MINIMUM QUALIFICATIONS

- Must possess a Master's Degree in Library Science from a college or university accredited by the American Library Association. **An MLIS student in their last semester of classes will also be considered.
- One (1) year of public library experience preferred
- Must be able to stand/walk during shifts for approximately 3 hours, as well as easily lift 20 pounds and push/pull book/equipment cart.
- Ability to work a flexible schedule that includes evening and weekend hours.

KNOWLEDGE AND ABILITY

- Familiar with principles and practices for providing customer service to the public, addressing concerns and solving problems.
- Work evening and weekend hours.
Express ideas clearly and concisely, both orally and in writing.
- Establish and maintain effective working relations with staff, volunteers, and the public as necessitated by the work.
- Knowledge of basic reference methods, techniques and sources used in professional library work.

LIBRARIAN I – REFERENCE & WEB SERVICES

This is an entry level professional position with a focus of applying the full range of basic library knowledge and techniques in the performance of duties. Work involves analyzing the library's and departmental needs, selecting materials, applying bibliographic controls, advising the public in the use of the online catalog, databases, and reference questions, and providing readers advisory, as needed.

ILLUSTRATIVE DUTIES

1. Works the Information Services desk as assigned.
2. Answers reference questions and performs readers' advisory services.
3. Responsible for the reference material collection development
4. Keeps abreast of developments in the library profession by reading professional journals and attending workshops and conferences.
5. Assists with proctoring exams and other duties as needed

KNOWLEDGE AND ABILITIES

- Knowledge of basic reference methods, reader's advisory techniques, and sources used in library work.
- Creative and artistic ability are a plus such as creating book displays, and other readership programs.
- Knowledge of principles and practices for providing customer service.
- Keeps abreast of developments in the library profession, attends conferences, and workshops.