

P H C S A

Palm Harbor Community Services Agency, Inc.

EAST LAKE COMMUNITY LIBRARY

Please contact Denise Myerscough for questions or if you would like to submit an application: denise-m@eastlakelibrary.org

Library Assistant II – Technical Services

P/T – 28 hours per week

Pay Range \$13.50-\$21.00/hour

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 paraprofessional position involves responsibility for performing technical library tasks approaching a professional level through the application of skills and knowledge acquired by special study and training. An employee in this category exercises considerable judgment and discretion in performing advanced library duties. Continuous public contact requires the exercise of considerable patience, tact and diplomacy. Work is performed under supervision of a department head and is reviewed through conference, personal observation of performance, and inspection of work by the department head.

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or GED required and TWO (2) years library experience preferred, one of which must be in the area assigned. Bachelor's degree desirable. Computer experience is required.

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.

GENERAL KNOWLEDGE AND ABILITIES:

- Ability to work a flexible schedule that
- Knowledge of providing practical customer service.

- Ability to deal with various duties simultaneously.
- Knowledge of reader interests and of books and authors.
- Skill in the use of on-line catalog, library technology, personal computers, various databases and standard office equipment.
- Ability to establish and maintain effective working relationships with employees, volunteers and patrons.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to evaluate information retrieved.
- Ability to sort and file alphabetically and numerically

Library Assistant II – Technical Services:

Specific Knowledge & Abilities:

- Assist with library donations
- Repair damaged library materials
- Process new library materials (book jackets, contact paper, spine labels, stamping. etc.)
- Basic copy cataloging & database maintenance
- Basic knowledge of graphic design, using Canva Pro
- Provide Interlibrary Loan services using OCLC & FLNSHARE

Additional Responsibilities:

- Assist at the front circulation desk with checkouts, holds, etc.
- Other tasks as needed

LICENSES, CERTIFICATIONS, OR REGISTRATIONS: Must possess a valid Florida driver's license.

DRUG FREE WORKPLACE: Palm Harbor Services Agency, Inc. is a drug-free workplace in accordance with Federal and Florida Law.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

Necessary Special Requirements:

Employment contingent upon passing a criminal convictions check, DCF Level 2 screening which is subject to re-check every five years. Also, a 5-panel drug screening.

I have read, understand and am able to perform the job description without additional accommodations.

Signature

Date