



EAST LAKE COMMUNITY LIBRARY

LIBRARY ASSISTANT II - CIRCULATION DEPT. (P/T)

Please complete the application and submit it to Heather Brown, Circulation Supervisor. It may also be scanned and sent via email to heather-b@eastlakelibrary.org

Position and Salary Range:

Library Assistant II – Starting at \$14.00+/hour. Part time 24 hours per week, including evenings & Saturdays

Position Summary:

This library paraprofessional position involves performing various advanced technical tasks to support library operations and user services. This includes circulation, materials processing, shelving, assisting patrons, and maintaining the library's physical space and resources. This position requires considerable judgment, discretion, patience, tact, and diplomacy when interacting with patrons and performing advanced library duties. Employees may be responsible for coordinating or assisting with library programs and will work under the supervision of a department head who reviews performance through meetings, direct observation, and evaluation of completed work.

Supervisory Responsibilities: None

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Knowledge/Responsibilities:

- Ability to work flexible schedules that include evening and weekend hours.
- Knowledge of providing practical customer service.
- Ability to deal with various duties simultaneously.
- Knowledge of reader interests, books and authors.
- Skilled in the use of the online 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.

- Ability to make independent work decisions based on experience and knowledge of departmental operations and customer service.
- Ability to deal with various duties simultaneously.

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. A bachelor's degree is desirable. Computer experience is required.

Physical Requirements:

- 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.

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 background check and drug screening.

I have read, understand, and can perform the job description without additional accommodation. I support the PHCSA Mission and the individual missions of each PHCSA entity.

Signature:

Date: