

# P H C S A

## Palm Harbor Community Services Agency, Inc.

### **Position and Salary Range:**

#### **Library Assistant II – Youth Services (P/T)**

**Starting at \$14.00 (20-24 hours weekly)**

### **Position Summary:**

This paraprofessional position involves greeting and serving the needs of caregivers and children who visit the library to play, check out materials, and attend programs. An employee in this category refrains from judgment and offers discretion in performing basic library duties serving patrons and children, especially as it relates to minors. Employees may be responsible for coordinating or assisting with library programming if needed. Continuous public contact requires the exercise of considerable patience, tact, and diplomacy. Work is team-oriented and performed under the supervision of a department head and is reviewed through conference, personal observations, and inspection of work.

### **Supervisory Responsibilities: None**

#### **KNOWLEDGE AND ABILITIES:**

- Ability to work flexible schedules that includes evening and weekend hours.
- Knowledge and experience in providing warm, friendly, and practical customer service.
- Enjoyment as an active and creative team member.
- Ability to perform work independently and with a minimum of supervision.
- Ability to deal with various duties simultaneously with careful attention to detail.
- Knowledge of reader interests, books, and authors, especially children's literature with the ability to sort and file materials alphabetically and numerically.
- Skill in the use of online catalogs, library technology, personal computers, various databases, and standard office equipment.
- Ability to establish and maintain effective working relationships with employees and volunteers.
- Experience with school age programs such as Robotics, STEM initiatives, Art, Special Interests, etc. highly desirable.
- Ability to communicate clearly and concisely, both orally and in writing.

#### **ADDITIONAL RESPONSIBILITIES:**

- Reorganization and reclassification of juvenile collections under the supervision of the department head.
- Collaboration with department heads in the planning and implementation of programs for children and families as well as the Summer Reading theme.
- Program support as needed or when a team member is absent.
- Participation in library and countywide committees.
- Outreach for school and community events.



**Education and Experience:**

High school diploma or GED required, and some library experience preferred. A bachelor's degree is desirable. Computer experience and excellent customer service are required.

**Physical Requirements:**

Must be able to stand/walk/sit during shifts for approximately 6 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 am able to perform the job description without additional accommodations. I support the PHCSA Mission and the individual missions of each PHCSA entity.

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Signature

\_\_\_\_\_  
Date