



PALM HARBOR COMMUNITY SERVICES AGENCY, INC.

East Lake Community Library

Library Assistant III-Teen Services **\$12.00 – \$16.00/hour**

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 on performing advanced library duties. Employee will be assigned long-term projects to oversee and may be responsible for coordinating or assisting with library programming. Employee may supervise clerical staff and/or volunteers. Continuous public contact requires the exercise of considerable patience, tact, and diplomacy. Work is performed under the supervision of a department head and 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 THREE (3) years library experience, one of which must be in the area assigned. Computer experience required. Supervisory experience preferred. Bachelor's Degree preferred.

Knowledge and Abilities:

- Ability to work evening and weekend hours.
- Ability to deal with various duties simultaneously.
- Knowledge of reader interests and of books and authors.
- Skill in the use of personal computers and standard office equipment. · Ability to effectively search on-line catalogs and other databases. · Familiarity with current library technology.
- 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 independently oversee special projects.
- Ability to plan and execute effective library programs.
- Ability to supervise clerical employees and volunteers.

Please send application/resume to Susan Schuler, Assistant Director susan-s@eastlakelibrary.org

Library Assistant III — Teen Coordinator (Youth Services)

The East Lake Community Library is seeking a PT Teen Coordinator for our growing teen services program. This position is approximately 24 hours per week which may include at least one to two evenings per week and weekends on a rotating basis.

Our Teen Coordinator is a member of the Youth Services team and works with the Youth Services librarian and staff to provide prompt, knowledgeable service to visitors of the library and the teen room.

He/She will develop and present relevant and timely teen programs and events, act as facilitator and mentor to our successful and productive Teen Advisory Board and maintain our collection of teen materials.

The successful candidate will:

- Have experience working with teens and new adults (grades 6-12 and recent grads)
- Be familiar with teen literature including Manga.
- Possess strong customer service and time management skills.
- Ability to establish and maintain effective working relationships with colleagues, patrons and community partners.
- Provide patron assistance to patrons at a public service desk.
- Other duties and projects as assigned.
- Supervise and mentor teen volunteers.
- Attend relevant meetings for library staff.