

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING
LIBRARY ASSISTANT

Grade 14: \$21,648.45 (\$10.41/hr.) – \$29,842.63 (\$14.35/hr.)

DEPARTMENT: MAINTENANCE SHOP

DIVISION: PUBLIC WORKS

GENERAL DESCRIPTION:

This is para-professional library work assisting in one or more of the service areas in the library. Employees assigned to this position works in the circulation or other areas of the library.

ESSENTIAL JOB FUNCTIONS:

1. Processes books attaching labels, reinforcing spines, covering books, etc. Prepares and maintains videos for use. Orders books. Performs routine research.
2. Maintains various records. Maintains orderly flow of returned materials.
3. Assists in the search and recovery of library materials. Assists patrons.
4. Monitors and replenishes supplies from centralized stock for staff and patrons.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the services and operations of the library system. Knowledge of standard library clerical methods and practices. Knowledge of library policies and procedures. Ability to communicate with patrons, supervisors and the public. Ability to interpret policies and procedures to the public. Ability to deal effectively with library patrons over the telephone and in person. Ability to communicate clearly. Ability to understand oral and written instructions. Ability to work without close supervision. Ability to make decisions within the framework of stated policies and procedures. Ability to use computers. Ability to deal with complex tasks.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Two (2) years experience performing responsible work in a library or work involving public contact.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate both orally and in writing.
- Walking, standing, bending.
- Light (up to 15 pounds) lifting and carrying.
- Ability to access, input and retrieve information from a computer.

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AUTOMOTIVE MECHANIC

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ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 3/6/03