

P H C S A

Palm Harbor Community Services Agency, Inc.

Palm Harbor Library

LIBRARIAN I

Salary Range \$38,480.00 - \$59,280.00

Note: Starting pay anticipated to be within the lower half of the pay range and will be commensurate with qualifications and experience.

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 is an entry level professional position with a focus of applying the full range of basic library knowledge and techniques in the performance of duties.

Work involves analyzing the library's and departmental needs, selecting materials, applying bibliographic controls, advising the public in the use of the online catalog, databases, and reference questions, and providing readers advise, as needed. Work is reviewed by the Department Head through observation, conferences and analysis of reports.

ILLUSTRATIVE DUTIES

1. Participates in library committee work and cooperative efforts to improve the library and customer service.
2. Supervises other library personnel in the absence of the Department Head.
3. Participates in the acquisition of library materials suitable for the department.
4. Recommends changes in library policies and procedures in assigned-areas of responsibility.
5. Establishes goals and objectives with regard to areas of responsibility.

MINIMUM QUALIFICATIONS

- Must possess a Master's Degree in Library Science from a college or university accredited by the American Library Association.

- One (1) year of public library experience preferred
- 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.
- Ability to work a flexible schedule that includes evening and weekend hours.

KNOWLEDGE AND ABILITY

- Familiar with principles and practices for providing customer service to the public, addressing concerns and solving problems.
 - Work evening and weekend hours.
 - Express ideas clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relations with staff, volunteers, and the public as necessitated by the work.
 - Knowledge of basic reference methods, techniques and sources used in professional library work.
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LIBRARIAN I – YOUTH SERVICES

This is entry professional and supervisory library work in directing activities of the Youth Services Department. Work involves continuous public contact requiring the exercise of considerable patience, tact, and diplomacy.

ILLUSTRATIVE DUTIES

1. Directs and coordinates the selection of children's print and non-print materials, children's periodicals, and other department collections. Selects gift material for addition to collections.
2. Knowledge of principles and practices for providing customer service by assisting patrons and providing them with a personal knowledge of collections and reference materials, library policies and regulations; book recommendations to patrons.
3. Compiles monthly statistics and prepares reports.
4. Writes news releases and publicizes children's services.
5. Recommends children's literature for Collection Development.
6. Keeps abreast of developments in the library profession, attends conferences, and workshops.
7. Attends and represents Youth Services at PPLC Children's SIG meetings.
8. Prepares reading lists; conducts story hours, film programs, and book discussions for children; develops displays and exhibits for children; makes school visits; conducts library orientations; arranges special summer reading programs for children and youth; works closely with schools and community groups.
9. Present talks on Youth Services to community groups.

KNOWLEDGE AND ABILITY

- Considerable knowledge of children's books and authors in the area of responsibility.
 - Familiarity with online catalog, personal computers and software, database and internet experience.
 - Creative and artistic ability is a plus.
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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.

ABOUT THE LIBRARY

Since 1978, the Palm Harbor Library (PHL) has served as an essential civic institution with strong connections to our public. The PHL mission is to "be the definitive educational and cultural destination for all members" of the community while "meeting the evolving needs of its residents." New staff will join a team that is collaborative, creative, dedicated, innovative, and passionate about library services!