

P H C S A

Palm Harbor Community Services Agency, Inc.

PALM HARBOR LIBRARY

Library Assistant II [Part-Time]

Pay Range \$13.50-\$21.00/hour

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 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 in performing advanced library duties. Employees may be responsible for coordinating or assisting with library programming. Continuous public contact requires the exercise of considerable patience, tact and diplomacy. Work is performed under supervision of a department head and is 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 TWO (2) years library experience preferred, one of which must be in the area assigned. Bachelor's degree desirable. Computer experience is required.

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.

KNOWLEDGE AND ABILITIES:

- Ability to work a flexible schedule that includes evening and weekend hours.
 - Knowledge of providing practical customer service.
 - Ability to deal with various duties simultaneously.
 - Knowledge of reader interests and of books and authors.
 - Skill in the use of on-line 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
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Library Assistant II – Circulation

KNOWLEDGE AND ABILITIES:

- Ability to work a flexible schedule that includes evening and weekend hours.
- Knowledge of providing practical customer service.
- Ability to make independent work decisions based on experience and knowledge of departmental operations and customer service
- Ability to evaluate information retrieved
- Ability to sort and file alphabetically and numerically.

ADDITIONAL RESPONSIBILITIES:

- Ability to deal with various duties simultaneously
- Ability to establish and maintain effective working relationships with employees, volunteers and patrons