

P H C S A

Palm Harbor Community Services Agency, Inc.

PALM HARBOR LIBRARY

Library Assistant II

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. Employee 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, one of which must be in the area assigned. Bachelor's degree desirable. Computer experience is required.

Must be able to stand/walk during shift for approximately 3 hours, as well as easily lift 10 pounds and push/pull book/equipment cart.

Knowledge and Abilities:

- Ability to work flexible schedule, including nights and Saturdays
- Ability to deal with various duties simultaneously.
- Some knowledge of reader interests and of books and authors.
- Ability to establish and maintain successful relationships with employees, volunteers, and patrons.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to sort and file alphabetically and numerically.
- 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 evaluate information retrieved.

Additional Responsibilities:

- Assist at reference/member services desks as assigned.
- Act as facilitator for library-sponsored adult programs (e.g. Book Club; Fiber Arts)
- Schedule and reserve meeting rooms for adult programs
- Maintain accurate attendance totals for monthly statistics
- Recruit outside individuals and groups that will meet the interests and needs of the patrons
- Meet with ongoing service program facilitators to schedule programs and room reservations (e.g. SHINE Medicare, etc.)

I have read, understand and am able to perform the job description without additional accommodations.

Signature

Date