

P H C S A

Palm Harbor Community Services Agency, Inc.

JOB ANNOUNCEMENT

PALM HARBOR LIBRARY

Library Assistant II

Part-Time

Youth Services

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 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

Library Assistant II – Youth Services (P/T)

Knowledge and Abilities:

- Ability to perform work independently and with a minimum of supervision.
- Ability to deal with various duties simultaneously.
- Knowledge of reader interests, books, and authors, especially children's literature.
- Skill in the use of personal computers and standard office equipment.
- Familiarity with current library technology
- Ability to establish and maintain effective working relationships with employees, volunteers, and patrons.
- Experience with school age programs such as Robotics, STEM initiatives, etc. highly desirable.
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to sort and file alphabetically and numerically

Additional Responsibilities:

- Reorganization and reclassification of juvenile collections under the supervision of the department head.
- Collaboration with department head in the planning and implementation of programs for children and families as well as the Summer Reading theme.
- Facilitating story times, etc. in the supervisor's absence.
- Participation in library and countywide committees
- Outreach for school and community events