Vacancy Announcement

JOB TITLE: PART-TIME LIBRARY ASSISTANT

POSTING DATES: Until Filled

WORK LOCATION: Harlem Library, Clewiston FL

PURPOSE OF JOB: The Assistant Librarian works under the Librarian in operating the Harlem Library. This position performs routine duties including checking in and checking out books, issuing library cards, shelving and organizing books and other materials, and assisting patrons with library computers.

DUTIES AND RESPONSIBILITIES:
Assists patrons with routine transactions such as locating books and materials; checking library materials in and out and maintaining circulation records; processing membership applications and issuing library cards; managing books on reserve; collecting and recording fines; and providing information on library activities, facilities, rules and services.
Performs light housekeeping and maintenance duties such as shelving books and straightening shelves; organizing materials and disposing of trash; arranging tables, chairs and computers; sweeping, vacuuming and dusting. Repairs library equipment and materials or initiates service calls.
Performs a variety of routine clerical duties such as answering phones, operating fax machines, copiers, preparing and sending e-mails and routine correspondence, maintaining records, and assisting in ordering supplies, books, and other items.
Performs inventory and related tasks. Assists in processing new books and materials and discarding or archiving out of date materials.
Assists with library computer network. Performs minor troubleshooting and repair of equipment including the router and modem. Assists patrons with conducting on-line searches.
Maintain library in Director’s absences; opens and closes library; maintains order and expels unruly patrons. Contacts law enforcement if required.
Participates in various activities to promote the library and reading in the community.
Communicates with teachers and parents as needed.
Responds to work during a declared state of disaster.

KNOWLEDGE, SKILLS, ABILITIES, AND COMPETENCIES REQUIRED:
Knowledge of library organizational systems
Ability to use library card catalog
Skill in researching subjects using print or on-line materials
Ability to effectively communicate verbally and in writing
Knowledge of English grammar
Ability to supervise and direct library patrons
Skill in conflict resolution
Knowledge and skill in using Personal Computers

MINIMUM QUALIFICATIONS:
A High-School Diploma and previous experience working with children at a library, school, daycare, or summer camp.
Vacancy Announcement

HOURS OF WORK:
Part-time schedule, hours to be determined.

ANTICIPATED STARTING PAY: $9.27/HR

TO APPLY: Complete a Hendry County BOCC Application, Applicant Survey, and Veteran's Preference form.

Audelia Bustamante
Hendry County BOCC
PO Box 2340
LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
http://www.hendryfla.net
audelia.bustamante@hendryfla.net

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM
HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDES APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE