



BOARD OF COUNTY COMMISSIONERS

DESOTO COUNTY

Human Resources Department
201 East Oak Street, Suite 201
Arcadia, Florida 34266
Telephone (863) 993-4808
Fax (863) 993-4708
Drug-Free Workplace

REQUISITION #18-27

RECRUITMENT NOTICE

As an employer, DeSoto County will not permit discrimination because of race, color, handicap, creed, religion, ancestry, national origin, sex, age, marital status, or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida.

POSITION:	LIBRARY PROGRAMMING ASSISTANT (PART-TIME)
POSITION #:	90426
DEPARTMENT:	LIBRARY
SALARY RANGE:	\$8.85 (\$18,403.22) - \$12.15 (\$25,280.32)
OPENING DATE:	MAY 23, 2018
CLOSING DATE:	JUNE 6, 2018

GENERAL DESCRIPTION:

Provide programming for children, young adults and/or adults. The position hours may vary seasonally to provide special topic programming on an as needed basis. Work is performed under general supervision of the Library Director.

ESSENTIAL JOB FUNCTIONS:

1. Assist patrons positively and pro-actively with reference, circulation, catalog and informational needs.
2. Assist patrons in locating materials and with the use of the public computers and copier.
3. Answer reference questions, and advise patrons of library policies and regulations.
4. Interact with a wide variety of patrons and staff in a friendly and caring manner.
5. Respond productively to change, performing all tasks as required or directed.
6. Assist with cleaning and maintaining the facility to provide an inviting environment.
7. Promote library services, programs, and materials. Represent the library at community activities.
8. Promote the materials collection through displays, social media and other methods.
9. Provide book selection recommendations to patrons.
10. Develop and deliver baby, toddler and preschool activities and after school and Saturday programs for elementary aged children. Coordinate services to include stories, films, crafts, puppets, etc., as necessary to encourage children and parents to read and utilize related library materials.
11. Develop and deliver programs and activities for the adult population. Coordinate services to include lectures, films, crafts, book clubs and talks as necessary to encourage patrons to read and utilize related library materials
12. Work in harmony with school librarians and teachers to encourage teens to use the library services by providing coordinated programs of interest for them. Programs and activities may be onsite or off site.
13. Work cooperatively with library staff to develop summer programs and special emphasis programming
14. Register new patrons upon their presenting acceptable identification items.
15. Maintain and update patron files and records as needed.
16. Prepare checked in materials for shelving. Assist with collection development.
17. Work hours as assigned by the Director, including evenings and weekends.
18. Prepares forms and publicity announcements.

LIBRARY PROGRAMMING ASSISTANT (PART-TIME)
PAGE 2

19. Perform duties as assigned during civil emergency conditions.
20. Perform all other duties as assigned by the Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Dewey decimal classification system.
- Knowledge of office practices, general library procedures and techniques.
- Ability to read, write and speak Spanish and English.
- Ability to communicate clearly with patrons, supervisor, and staff.
- Ability to prepare documents, compose letters and publicity announcements.
- Ability to make decisions in accordance with County rules, regulations, and policy.
- Ability to follow complex oral and written instructions.
- Ability to work without close supervision and use judgment in performing library duties.
- Ability to use current technology.
- Ability to pleasantly interpret library policies and procedures to patrons.
- Ability to work evenings and weekends as required.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. One (1) year experience in an instructional and programming setting preferred.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

None

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to access, input, and retrieve information from a computer
- Ability to reach, pull, push, stoop, squat, lift and carry up to forty-five pounds

ENVIRONMENTAL CONDITIONS:

- Works primarily inside in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

TO APPLY VISIT: www.desotobocc.com or www.employflorida.com