



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 #18-26

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:	TECHNICAL SERVICES LIBRARY ASSISTANT (PART-TIME)
POSITION #:	90427
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:

This position is responsible for cataloging, processing and shelving books. This position provides for a vital function of making resources available to the public. Work is performed under the 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.
3. Answer reference questions, and advise patrons of library policies and regulations.
4. Assist patrons with the use of the public computers and copier.
5. Interact with a wide variety of patrons and staff in a friendly and caring manner.
6. Provide prompt, polite and professional service to all.
7. Respond productively to change, performing all tasks as required or directed.
8. Assist with cleaning and maintaining the facility and materials to provide an inviting environment.
9. Promote library services, programs, and materials.
10. Represent the library at community activities.
11. Promote the materials collection through displays, social media and other methods.
12. Provide book selection recommendations to patrons.
13. 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.
14. Plan and deliver special activities for toddlers, children, teens, adults and/or senior adults. Programs and activities may be onsite or off site.
15. Register new patrons upon their presenting acceptable identification items.
16. Maintain and update patron files and records as needed.
17. Inventory and weed collections regularly. Evaluate donations. Assist with collection development.
18. Catalog materials and prepare for circulation. Process library materials.
19. Work hours as assigned by the Director, including evenings and weekends.
20. Perform duties as assigned during civil emergency conditions.
21. 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 marginal duties as required.)

TECHNICAL SERVICES LIBRARY ASSISTANT (PART-TIME)
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MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Dewey decimal classification system.
- Knowledge of general library procedures and techniques.
- Knowledge of office practices and procedures.
- 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.
- Ability to 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.

(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, and squat
- Ability to 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