

CALHOUN COUNTY PUBLIC LIBRARY

Vacancy Announcement

Position: Blountstown Library Assistant

Closing Date: Friday - August 18, 2023

Minimum Qualifications:

- High School Diploma or its GED equivalent
- Communicate orally and in writing using the English language.
- Must have Florida Driver's License in good standing and reliable transportation.
- Must pass background and drug screening.
- Hourly position with variable day, night and weekend hours; entry level Minimum Wage.
- Calhoun County Resident.

Job Description:

This is an entry level, on-the-job training position that provides a wide range of tasks designed to support the provision of public library services, ranging from simple to complex levels covering:

- Basic computer skills.
- Materials circulation.
- Manual book processing.
- Shelving using Dewey Decimal system.
- Assisting with adult and youth cultural programming.
- Florida Library Youth Program.
- After School Mentor-Tutoring programming.
- Custodial services inside and outside library buildings.

Please see attached Job description for further details.

Pick up applications from the Personnel Officer in the Clerk of Court's Office or from the Blountstown Calhoun County Public Library. Applications must be turned in to the Clerk's Office by the closing date.

CALHOUN COUNTY PUBLIC LIBRARY

JOB DESCRIPTION: LIBRARY ASSISTANT

Minimum Qualifications: High School Diploma or its GED equivalent and pass background screening/drug testing and have reliable transportation and good driving record. Calhoun County resident preferred.

General Statement of Duties: Library Assistants provide a wide range of maintenance, custodial, grounds, or public service tasks at entry to complex levels. The range of tasks may cover tasks associated circulation, manual book processing, shelving, children's services, E-Government, computer labs, computer labs, cultural arts, health literacy, grounds and facilities maintenance, Voter's Registration, library substitutes and other public service areas as established by the Library Director. They are supervised by Branch Managers or program coordinators or managers. Hours are variable dependent upon library needs. This is an entry level position with on-the-job training provided.

Knowledge, Skills, Ability: Library Assistants are integral to the provision of excellent library services. Dependent upon their length of time with the library and training provided they may work with other staff or alone.

- Library Assistants must be flexible as they are often required to substitute in other branches or in programs that are not their primary assignment with little or no notice.
- Library Assistants must be able to work with patrons of all ages and abilities without regard to gender, ethnicity, age, religious or political persuasion.
- Library Assistants must be able to establish and maintain effective working relationships with coworkers, County Officials, library volunteers, community organizations, and library patrons.
- Library Assistants must be able to understand and communicate using the English language.
- Library Assistants must be able to follow oral and written instructions in the English language.
- Library Assistants must have the ability to follow policies and procedures required by Library Administration.
- Ability to follow the chain of command.
- Library Assistants must have the ability to maintain professional demeanor with patrons and other staff members.
- Library Assistants must have and keep a safe driving record and reliable transportation.
- Library Assistants must become familiar with laws, regulations and policies that govern public library services that include the following: Patron Registration and Borrowing Records Confidentiality (FS Chapter 257.261); Federal USA Patriot Act 2013 (Public Law 107-56); Jessica Lunsford Act (FS 1012.465, 1012.468); Children's Internet Protection ACT (CIPA) 2000 and FS 257.12); and Motor Voter Act of 1993 and FS Rule 1S-2.048.

Work Sites: Blountstown Public Library, Altha Public Library, Sheltons Park Public Library, Mossy Pond Public Library, Kinard Park Public Library, Hugh Creek Park Public Library, Panhandle Public Library

Reviewed 1/9/2023

Cooperative (Special District), and/or other service sites as prior approved by Library Director. May be required to work night and weekend hours.

Supervision Received: Library Assistants may be placed at a remote site and usually works under the general direction and supervision of the Branch Manager or the Program Coordinator. The Library Assistant must be able to exercise some independent judgment and initiative and know when to ask for assistance and guidance.

Supervision provided: The Library Assistants may work with Adult Volunteers, adult probationers, youthful offenders, youth bright futures scholarship placements, community service placements and grant employees or temporary grant placements but are generally not placed in a supervisory relationship.

Physical Demands: The physical demands described here are representative of those that must be met by any library employee to successfully perform the essential functions of this job. Reasonable accommodations may be requested and made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use finger-to-hand motions, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office and phone equipment. The employee is occasionally required to climb, balance, stoop and crouch. The employee may occasionally be required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment: The work characteristics described here are representative of those any library employee usually encounters while performing the functions of this job. The atmosphere in the building does not usually have a high noise level and normally provides a pleasant and safe working environment.

Personal Attributes: Ability to deal with associates and the public in a courteous manner; ability to make mature decisions; neat personal appearance; emotionally stable; pleasing manner. Must be able to pass background screening and drug tests.

Salary: Entry level hourly amount is minimum wage. Continued employment is contingent upon satisfactory job performance and availability of funding. All positions with the Calhoun County Public Library are as at-will employees.

My signature indicates that I have read and understand this job description.

(Signature) _____, (Date) _____