

**COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
135 NE Hernando Ave #203
Lake City, FL 32055
EMPLOYMENT OPPORTUNITY**

POSITION TITLE: Library Assistant I – Full Time

MAJOR FUNCTION: This is advanced clerical library work independently performing moderately complex clerical tasks in accordance with established procedures. This employee may work in areas such as public services, children's circulation, technical, or other areas of the Library. Work is performed under the direct supervision of a higher level Library Assistant or Library Supervisor on all but routine tasks, and is reviewed through conferences and observation of results obtained.

TRAINING AND EXPERIENCE: This is advanced clerical library work independently performing moderately complex clerical tasks in accordance with established procedures. This employee may work in areas such as public services, children's circulation, technical, or other areas of the Library. Work is performed under the direct supervision of a higher level Library Assistant or Library Supervisor on all but routine tasks, and is reviewed through conferences and observation of results obtained.

JOB SKILLS: Knowledge of the purpose and functions of a public library. Knowledge of alphabetical, numerical and library filing systems. Ability to establish and maintain effective working relationships with co-workers and customers. Ability to work without close supervision. Ability to make decisions within the framework of stated policies and procedures. Ability to type 35 words per minute accurately, preferred. Ability to deal with complex tasks. Ability to deal effectively with library customers over the telephone and in person. Ability to operate office machines, such as typewriters, computer terminals, photocopy machines, adding machines, telephones/Fax, magnification, A-V equipment, and other library equipment as required. Ability to follow oral and written instructions; ability to relay instructions or information to others. Ability to learn and apply departmental and library-wide procedures in a short period of time. Ability to pay attention to detail.

SALARY: \$10.06 per hour plus benefits

DEADLINE FOR RECEIVING APPLICATIONS: January 29, 2016

MANDATORY SCREENING TEST GIVEN PRIOR TO INTERVIEWS. See addendum at end of announcement. Please call 386- 758-2101 for scheduling. Must provide proof of education prior to testing.

Each applicant is required to submit a completed County Application for Employment. Successful applicant must pass a pre-employment physical and drug screening. Applications should be submitted to:

Human Resources Office
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
Post Office Box 1529
Lake City, Florida 32056-1529
(386)719-2025; TDD (386)758-2139
AN EEO/AA/ADA/VP EMPLOYER
(Over)

LIBRARY ASSISTANT I

MAJOR FUNCTION: This is advanced clerical library work independently performing moderately complex clerical tasks in accordance with established procedures. This employee may work in areas such as public services, children's circulation, technical, or other areas of the Library. Work is performed under the direct supervision of a higher level Library Assistant or Library Supervisor on all but routine tasks, and is reviewed through conferences and observation of results obtained.

ESSENTIAL FUNCTIONS: Assists with processing of library materials for circulation, including simple cataloging; routes to appropriate area. Performs circulation and other desk duties, including patron registration, checking books in and out of the Library, and taking reserves and ILL. Receives and records fines and fees. Assists patrons with computers. Provides limited reader and reference assistance service in the Libraries under the direction of a Librarian. Assists in the search and recovery of Library materials. Conducts bibliographic searches. Shelves books and reads shelves. Explains Library procedures. Assists patrons in the location of the Library materials. Administer receipt of, and file claims for periodical subscriptions for all Libraries. Utilizes programs to order books and materials, monitor orders. Operates and maintains Library equipment; assists patrons in use of Library equipment. Empties contents of book drop boxes onto hand carts, pushes carts to re-shelving area. Types, processes and mends materials; re-shelves Library materials as needed.

NON ESSENTIAL FUNCTION: Assists with programs for Library customers. Enters materials in computer, deletes holdings from computer, assists with processing of incoming Library materials. Answers telephone and routes calls or assists as necessary with inquiries. Prepares reports as required. File cards as assigned by area supervisor. Delivers materials/equipment in Library vehicles. Employee will be required to perform other job related marginal duties as assigned.

WORK ENVIRONMENT: Office/Library type environment.

CUSTOMER SERVICE: Frequent contact with others beyond immediate associates including the general public, but generally of a routine nature.

TRAINING AND EXPERIENCE: High school graduation or possession of an acceptable equivalency diploma. Two (2) years office work or clerical experience preferably in a library setting; or any equivalent combination of related training and experience.

JOB SKILLS: Knowledge of the purpose and functions of a public library. Knowledge of alphabetical, numerical and library filing systems. Ability to establish and maintain effective working relationships with co-workers and customers. Ability to work without close supervision. Ability to make decisions within the framework of stated policies and procedures. Ability to type 35 words per minute accurately, preferred. Ability to deal with complex tasks. Ability to deal effectively with library customers over the telephone and in person. Ability to operate office machines, such as typewriters, computer terminals, photocopy machines, adding machines, telephones/Fax, magnification, A-V equipment, and other library equipment as required. Ability to follow oral and written instructions; ability to relay instructions or information to others. Ability to learn and apply departmental and library-wide procedures in a short period of time. Ability to pay attention to detail.

ESSENTIAL PHYSICAL SKILLS: Ability to push and/or pull loaded hand carts; ability to load and unload materials from carts and vehicles. Ability to frequently lift, reach, and bend to locate and remove and re-shelve requested materials. Acceptable eyesight (with or without correction). Acceptable hearing (with or without hearing aid). Ability to communicate both orally and in writing.

PROFESSIONAL LICENSES: Ability to obtain a Florida Driver's License by beginning of employment, preferred but not required.

LIBRARY ASSISTANT I AND II

ADDITIONAL INFORMATION NEEDED

Applicants for the position of Library Assistant I and Library Assistant II must complete a library skills test. Please make an appointment prior to the recruitment closing date.

Library Skills Tests will be given at varying times at:

Columbia County Public Library
308 NW Columbia Avenue
Lake City

Call the Main Library at 386-758-2101 to schedule an appointment.