

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date: 7/27/2017 **Department:** Sebring Library
Title/(Status)/Job Code: Library Assistant I (0423) **Reports To:** Library Technical Assistant II
Pay Grade/Salary Range: PG - 102 \$21,017.73 - \$32,577.48 **Closing Date:** 8/11/2017

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A semi-skilled administrative position responsible for providing clerical assistance and service support for a public library system.

ESSENTIAL JOB FUNCTIONS:

- Sorts and shelves books and other items according to pre-established classifications and codes. Issues and receives library materials such as books, films, audio-visual devices, records and tapes. Records information identifying data and due dates either by hand or other automated equipment in order to accurately issue and expect return of materials.
- Operates and uses various computer systems and programs associated with library functions.
- Inspects returned books and material for damage. Verifies due-date and computes, receives and records overdue fines. Reviews records and compiles lists of overdue charge-outs and issues overdue notices to borrowers.
- Assumes responsibility for the operation of the library in the librarian's absence.
- Responds productively to change and performs all other related tasks as required and as directed.
- This is a **Disaster Essential** position.

(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.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of public library procedures.
- Knowledge of work methods and techniques related to public service work.
- Knowledge of methods required to locate research material.
- Ability to work in harmony with staff and the general public.
- Ability to file library material. Basic ability to use computers in library work.
- Ability to communicate accurately and clearly, both in writing and orally.
- Ability to enforce library rules and regulations to protect public safety.
- Ability to function independently of direct supervision when required.

ESSENTIAL PHYSICAL SKILLS:

- Use of both hands with dexterity.
- Ability to communicate orally.
- Ability to reach above the head.
- Use of near vision.
- Frequent alternating between standing, walking and sitting.
- Must be able to bend, stoop, and carry 20 lbs.

ENVIRONMENTAL CONDITIONS:

Continuous indoor work in a public environment. Frequent interruptions and inquiries.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:** Graduation from an accredited high school or possession of an acceptable equivalency diploma. One-year experience in the public library system either in a paid or volunteer status. Basic familiarity with computer keyboarding required.
2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** None