

Please submit PHCSA application to Susan Plas, Circulation Supervisor, at [susan-p@eastlakelibrary.org](mailto:susan-p@eastlakelibrary.org). Deadline is December 1st for applications.

**P H C S A**

**Palm Harbor Community Services Agency, Inc.**

## **EAST LAKE COMMUNITY LIBRARY**

### **Library Assistant II - Circulation Department**

**Pay Range \$10.00 - \$14.00/hour**

**The duties below are representative of the duties of the position and are not intended to cover all the duties performed by incumbents of any particular position.**

#### **DEFINITION**

This paraprofessional position involves responsibility for performing technical library tasks through the application of skills and knowledge acquired by special study and training. An employee in this category exercises considerable judgment and discretion in performing library duties. Continuous public contact requires the exercise of considerable patience, tact and diplomacy. Work is performed under supervision of a department head and is reviewed through conference, personal observation of performance, and inspection of work by the department head.

#### **MINIMUM QUALIFICATIONS**

Education and Experience: High school diploma or GED required and TWO (2) years library experience preferred. Bachelor's degree desirable. Computer experience is required.

Must be able to stand/walk during shift for approximately 3 hours, as well as easily lift 10 pounds and push/pull book/equipment cart.

#### General Knowledge and Abilities:

- Ability to work evening and weekend hours.
- Ability to deal with various duties simultaneously.
- Knowledge of reader interests and of books and authors.
- Skill in the use of personal computers and standard office equipment.
- Ability to effectively search on-line catalogs and other databases.
- Familiarity with current library technology.
- Ability to establish and maintain effective working relationships with employees, volunteers and patrons.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to evaluate information retrieved.
- Ability to sort and file alphabetically and numerically

#### **Library Assistant II – Circulation Duties**

##### Knowledge and Abilities:

- Ability to understand circulation functions and working knowledge of library operations
- Ability to make independent work decisions based on experience and knowledge of departmental operations and customer service
- Ability to sort and file alphabetically and numerically.

##### Additional Responsibilities:

- Ability to deal with various duties simultaneously
- Ability to establish and maintain effective working relationships with employees, volunteers and patrons