

VACANCY ANNOUNCEMENT

JOB TITLE: Assistant Librarian – Part Time

POSTING DATES: October 14, 2021 – Until Filled

WORK LOCATION: Clewiston, FL

POSITION SUMMARY:

The Assistant Librarian works under the Librarian in operating the Harlem Library. This position performs routine duties including checking in and checking out books, issuing library cards, shelving and organizing books and other materials, and assisting patrons with library computers.

DUTIES AND RESPONSIBILITIES:

Assists patrons with routine transactions such as locating books and materials; checking library materials in and out and maintaining circulation records; processing membership applications and issuing library cards; managing books on reserve; collecting and recording fines; and providing information on library activities, facilities, rules and services.

Performs light housekeeping and maintenance duties such as shelving books and straightening shelves; organizing materials and disposing of trash; arranging tables, chairs and computers; sweeping, vacuuming and dusting. Repairs library equipment and materials or initiates service calls.

Performs a variety of routine clerical duties such as answering phones, operating fax machines, copiers, preparing and sending e-mails and routine correspondence, maintaining records, and assisting in ordering supplies, books, and other items.

Performs inventory and related tasks. Assists in processing new books and materials and discarding or archiving out of date materials.

Assists with library computer network. Performs minor troubleshooting and repair of equipment including the router and modem. Assists patrons with conducting on-line searches.

Maintain library in Director's absences; opens and closes library; maintains order and expels unruly patrons. Contacts law enforcement if required.

Participates in various activities to promote the library and reading in the community.

Communicates with teachers and parents as needed.

Responds to work during a declared state of disaster.

KNOWLEDGE, SKILLS ABILITIES AND COMPETENCIES REQUIRED:

Knowledge of library organizational systems

Ability to use library card catalog

Skill in researching subjects using print or on-line materials

Ability to effectively communicate verbally and in writing

Knowledge of English grammar

Ability to supervise and direct library patrons

Skill in conflict resolution

Knowledge and skill in using Personal Computers

MINIMUM QUALIFICATIONS:

High School Diploma or related equivalent required.

Associates Degree from a two year college or university or related equivalent experience preferred

HOURS OF WORK:

Will be scheduled 29 hours or less per week Monday – Friday.

ANTICIPATED STARTING PAY:

\$10.00 per hour. This is a part-time hourly position.

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference form](#) to:

Audelia Bustamante
Hendry County BOCC
P.O. Box 2340 LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
<http://www.hendryfla.net>
audelia.bustamante@hendryfla.net

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY
IN HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDE APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS
WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT
THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.