

Vacancy Announcement

JOB TITLE: LIBRARY ASSISTANT – As-Needed

POSTING DATES: Until Filled

WORK LOCATION: Harlem Library, Clewiston FL

PURPOSE OF JOB: The Library Assistant 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.

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 that have been placed 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 Assists in processing new books and materials and discarding or archiving out of date materials.

May assist in opening and closing the library. Maintains order and notifies the Librarian or Assistant Librarian concerning conduct issues with patrons.

MINIMUM QUALIFICATIONS:

A High-School Diploma and previous experience working with children at a library, school, daycare, or summer camp.

HOURS OF WORK:

Varies based on need; library hours are Monday through Thursday, 10 am to 6 pm and Friday, 12pm to 5 pm. Subject to change.

ANTICIPATED STARTING PAY: \$10.00/HR

TO APPLY: Complete a [Hendry County BOCC Application & Applicant Survey](#), and [Veteran's Preference](#) form.

Special Note: This is an as-needed or P.R.N. position. Hours may vary considerably from 0 hours to 29 hrs a week depending on need. No retirement, paid leave, insurance or other benefits are provided.

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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, PROVIDES 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