

VACANCY ANNOUNCEMENT

JOB TITLE: LIBRARY ASSISTANT – As-Needed

POSTING DATES: August 27, 2015 until T.B.A. (Applicants who applied during the posting from July 28, 2015 through August 14, 2015 are still being considered and need not reapply.)

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 Assists in processing new books and materials and discarding or archiving out of date materials.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 Friday, 1 pm to 5 pm, subject to change.

ANTICIPATED STARTING PAY: \$9.27/hr

TO APPLY: A completed **Hendry County BOCC Application, Applicant Survey, and Veteran's Preference form**, must be received prior to 5:00 p.m. on the closing date.

SPECIAL NOTES: *This is an as-needed or P.R.N. position. Hours may vary considerably from 0 hours to 29 hours a week depending on need. No retirement, paid leave, or 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, 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.