

Taylor County Board of County Commissioners
JOB TITLE: Library Technician/Program Assistant

EXEMPT (Y/N):	No	UNION (Y/N):	No
Pay Grade 160	\$11.00 per hour	WORKERS COMP:	8810
LOCATION:	Public Library	DEPARTMENT:	Library
APPROVED BY:	Board of County Commissioners		
DATE:	April 2017	Edited:	4/20/2017

THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS

SUMMARY:

Work is performed under the general supervision of the Library Manager. Employee assists with the coordination of administrative activities in the department.

ESSENTIAL/SPECIFIC DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Must have valid Florida Driver's License. Issue Library Cards
- Promote Library Services
- Maintain assigned area of Library collection
- Perform circulation desk duties: including checking materials in and out, placing holds, renewing materials, properly handling all monetary transactions, completing Inner Library Loan Requests
- Retrieve information and materials for Patrons
- Receptionist duties (greet public professionally, answer and direct telephone call appropriately, assist with inquiries)
- Assist other employees in general administrative work
- Operate office machines and computer efficiently
- Assist with Children's, In-House and Out Reach Library Programs as needed
- Performs related duties as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are below are representative of the knowledge, skills, and/ or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Computer literate in Windows environment
- Ability to use internet and computer efficiently
- Ability to read, speak and write legibly and clearly
- Ability to organize accurately
- Ability to establish and maintain effective working relationships
- Ability to understand and follow oral and written instructions
- Display courteous and friendly, outgoing demeanor
- Adherence to prescribed departmental procedures
- Ability to learn assigned tasks readily
- Polished customer service skills and receptionist qualities are essential.
- Ability to effectively multitask in a customer service capacity while maintaining accuracy and politeness.

EDUCATION AND/OR EXPERIENCE:

Position requires a high school diploma or GED and 5 years of clerical experience in an office setting. Prior administrative library experience is preferred.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to stand, walk, sit, reach, stoop, kneel and frequently use hands and fingers.
- Must be able to talk, hear, speak, and understand.
- Must be able to sit for extended periods.
- Must be able to drive an automobile.
- Must be able to manipulate computers, books, and office equipment.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise levels are usually quiet.
- Job requires working in an office environment.
- May be exposed to risk of eyestrain.
- Meet and greet visitors and members of the community on a daily basis.