

**Taylor County Board of County Commissioners**  
**JOB TITLE: Library Technician**

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EXEMPT (Y/N):	No	UNION (Y/N):	Yes
Pay Grade 160	\$10.50 per hour	WORKERS COMP:	8810
LOCATION:	Public Library	DEPARTMENT:	Library
APPROVED BY:	BCC	Edited:	07/25/2017

THIS POSITION DOES NOT TAKE TANGIBLE EMPLOYMENT ACTIONS

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**SUMMARY:**

This position performs administrative and circulation duties. Reports directly to the Library Manager. High energy and enthusiasm for serving the public is critical.

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

- Must have a 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, handle Inner Library Loan Requests, all necessary monetary duties related to Library Services
- Retrieve information and materials for customers
- Sort and file using Dewey Decimal classification system
- Receptionist duties (greet public, answer and direct telephone calls appropriately, assist with inquiries)
- Assist other employees in general administrative work
- Operate office machines and computer
- Provide assistance to customers
- Perform related work as required.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability 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
- 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 courtesy and friendly, outgoing demeanor
- Adherence to prescribed departmental procedures
- Ability to learn assigned tasks readily

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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.

While performing the duties on this job, the employee is regularly required to sit, stand, use hands and fingers, walk, reach, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 40 pounds.

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

The noise level in the work environment is usually quiet. Workplace includes the library and outreach to classrooms in county schools and to the public via the bookmobile.

**EDUCATION AND/OR EXPERIENCE:**

High School diploma or equivalent. Preferably 1-2 years relevant library experience or an AA Degree.