

# VACANCY ANNOUNCEMENT

## TOWN OF LADY LAKE, FLORIDA

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### **JOB TITLE**

Library Assistant I Circulation Adult/ Youth

### **JOB DESCRIPTION**

Under the direction of the Library Director, performs paraprofessional library work relating to circulation and programming services.

### **SALARY**

This position pays an hourly rate of \$15.75 - \$25.20. It is a non- exempt position.

### **SALARY**

The Town provides 100 % paid employee health insurance, dental insurance, long-term disability life and accidental death insurance. The Town also provides 50% paid dependent health insurance, a 401 a retirement plan that is fully vested after three years, paid time off, and paid holidays. Employees have the option of purchasing additional life insurance, short-term disability insurance, accident insurance, critical illness insurance, and vision insurance at reduced rates.

### **CLOSING DATE**

This position will remain open until filled.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Maintains the operation of the circulation desk according to established procedures. Assigns and monitors circulation workflow at the main desk. Provides circulation services to the public. Works in conjunction with circulation assistants and programming.
2. Performs all circulation duties related to circulation desk operations including check-ins, checks-outs, renewals, holds requests, recording of fines and fees, issuance of library cards, registrations of patrons, shelving and shelf reading.
3. Assists in the search and recovery of library materials and provides reader advisory and some reference assistance to patrons when necessary.

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4. Keeps circulation area clean and replenishes circulation desk supplies when needed.
5. Answers all incoming telephone calls and forwards calls to necessary staff members when appropriate.
6. Maintains circulation desk statistics and forward stats to the Director on a monthly basis.
7. The planning and performance of programming. Youth programming may include: story times, Tween and Teen programs, town events, homeschool classes and other special programs. Adult programming may include: computer classes and help, craft classes, book discussions and other special programs.
8. Cash handling.
9. Assists with other library duties and special projects as needed.
10. Some Saturday and evening hours may be required.

### **MINIMUM QUALIFICATIONS**

1. Ability to work with and operate computers.
2. Ability to gain knowledge of the services and operations of the library system.
3. Ability to gain knowledge of standard library circulation methods and practices.
4. Ability to plan and create library programming for either adult or youth.
5. Ability to established and maintain effective relationship with staff, volunteers and library patrons in person and over the telephone.
6. Ability to interpret circulation policies and procedures to the public.
7. Ability to work without close supervision and to exercise good judgment in performing library duties.
8. Ability to deal with complex tasks.
9. Ability to type 30 correct words per minute.

### **EDUCATION AND EXPERIENCE**

1. High School Diploma or General Education Degree (GED) equivalency.

2. Completion of two years of college with courses in Library Science or two years' experience in a library with circulation and/or library automation experience.

### **ESSENTIAL PHYSICAL SKILLS**

1. Ability to communicate with individuals in person, telephonically and electronically.
2. Ability to move at least 25 pounds.
3. Good balance.
4. Ability to lift up to 15 pounds.
5. Ability to reach, bend and walk.

### **NOTES**

Employment applications for vacant positions may be submitted at Town Hall or by [email](#). Each application must include the position title, and each position requires a separate application.

All submitted materials are subject to public disclosure by the Florida Public Records Act. The Town is an equal opportunity employer and a drug-free workplace.