

POSITION DESCRIPTION
TALKING BOOK LIBRARY: LIBRARY ASSISTANT
PINELLAS PUBLIC LIBRARY COOPERATIVE

NATURE OF POSITION

This is moderately technical work requiring some special study or training for assisting in various phases of library activities. The Library Assistant position necessitates both library public service and technical competencies. A Library Assistant interacts with the public in person, over the phone, and via email; performs technical processing tasks via computer; processes new collection materials; and maintains collection area. Clerical position appointed by the Pinellas Public Library Cooperative Executive Director, and reporting to the Countywide Services Coordinator.

ESSENTIAL FUNCTIONS

- Physically handle and process library collections from delivery to shelving to mailing.
- Greets library visitors and determines their service needs.
- Interact with public and readers to checkout materials and record requests, provide information on library policies and procedures, provide reader advisory services, make appropriate referrals to librarian or community resources, and other duties related to public service.
- Maintain integrity of book collections by coordinating shelf maintenance, including shifting books.
- Maintain integrity of digital book collection by changing copy status when appropriate and processing new books.
- Interact with and assist volunteers in the performance of day-to-day tasks.
- Places follow-up calls for TBL staff when appropriate. Supports office assistant functions related to filing, organizing and preparing library materials.
- Assists office assistant in sending correspondence to readers including applications, notices and network documents.
- Monitors use of reception desk files and reproduces/replaces materials when necessary.
- Records transactions of playback equipment returns in library.
- End of work day closing duties including securing all exits and turning off lights.
- Perform other duties as required.

QUALIFICATIONS

- High School Diploma required, Associate's Degree preferred.
- Basic computer competencies and knowledge of library automated systems.
- Familiarity with public library service objectives and techniques; one year as library employee or equivalent required.
- Experience with disabled populations preferred.
- Demonstrated ability to communicate professionally both verbally and in writing.
- Must be able to problem solve and work independently.
- Must be flexible and enthusiastic in acquiring new knowledge.
- Must be organized, able to move between multiple tasks effectively, and attentive to detail.

PHYSICAL REQUIREMENTS

- Must possess valid FL driver’s license, and able to drive to various locations.
- Ability to sit, stand, crouch, bend, or stoop for long periods of time.
- Ability to lift and move objects up to 15 lbs. on a daily basis.

SALARY RANGE AND BENEFITS (current PPLC policies will govern)

Salary Range: \$11.05-\$19.23 annualized at \$23,000-\$40,000 / commensurate with experience.

Leave: Standard PPLC holidays. Vacation and sick leave (4 hours each, per bi-weekly pay period) and one personal day per calendar year.

Insurance: Health, vision, dental, basic life insurance, and worker’s compensation coverage is provided after a 90-day period.

Pension: Upon completion of one year’s service the employee will be enrolled in the PPLC Pension Plan.

EVALUATION

Performance evaluations are conducted upon completion of a six-month probation period, and thereafter on an annual basis. Annual salary increases are performance-based.