

## **Library Extra Help Auburndale Public Library**

**MAJOR FUNCTION:** This is a responsible extra help position in the Library with work involving the organizing of library activities, materials, services and programs. Work is performed under the direction of the Librarian.

**ESSENTIAL DUTIES:** Responsible for assisting with the daily operations of the Library, which include classifying and maintaining book collections (e.g., shelving and maintaining shelf order). Responsible for assisting Library patrons with locating resources (i.e., materials catalog, online resources, indexes and reference materials). Responsible for performing circulation desk activities, which include providing across the counter and telephone information to the public to initiate service requests, checking library materials in and out, issuing library cards, and collecting overdue fees and service charges. Responsible for performing office related tasks (i.e., scan, fax, and copy materials). Assists patrons with the use of computers, electronic media and digital resources. Performs other related non-essential duties as required.

**KNOWLEDGE, EDUCATION, & EXPERIENCE:** Basic computer skills are required. Clerical experience and customer service experience is preferred. Ability to establish and maintain effective working relationships with city employees, library patrons (i.e., children, youth and parents) and the general public is essential.

Graduation from High School or GED required.

**JOB LOCATION:** Auburndale Public Library

**WORK SCHEDULE:** Hours: Monday - Friday 10am-7pm; Saturday 9am-5pm (20 hours per week, weekends required)

**HIRING RATE:** \$8.46 / hour

**CLOSING DATE:** Open until filled

Persons interested in this position should complete a City of Auburndale application and submit it to the Auburndale Public Library (100 West Bridgers Avenue). Applications can also be downloaded online at [www.auburndalefl.com](http://www.auburndalefl.com). The successful applicant will be required to pass a pre-employment physical and drug screening.

*The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.*