



LIBRARY ASSISTANT (COOPERATIVE)

AUBURNDALE PUBLIC LIBRARY

MAJOR FUNCTION: This is professional library work involving the planning, organizing and programming of library activities, 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, cataloging, ordering and maintaining book collections, publications, documents and audio visuals, assisting Library patrons with locating resources (i.e., materials catalog, online resources, indexes and reference materials) and planning, developing, promoting and implementing Library activities, services and programs. Responsible for performing circulation desk activities, which include providing across the counter and telephone information to the public to initiate service requests, check library materials in and out, research and respond to inquiries for specific information, issue library cards, collect overdue fees and service charges and resolves complaints and problems. Assists patrons with the use of computers, electronic media and digital resources. Performs related non-essential duties as required.

KNOWLEDGE: Knowledge of professional library techniques (e.g., reference and reader advisory services, accessing library information and the acquisition and cataloging of library materials), reader interest levels and selection of appropriate materials for children, youth and adults. Must have knowledge of modern library practices, procedures and equipment. Ability to work with various electronic devices and computer software packages operated at the library is required. Ability to establish and maintain effective working relationships with city employees, state and local government representatives, library patrons (i.e., children, youth and parents) and the general public is essential.

EDUCATION: Graduation from high school or GED. Graduation from an American Library Association accredited college with a Bachelor Degree in related field preferred.

EXPERIENCE: The successful candidate will have at least two (2) years library work experience. A comparable amount of training and experience may be substituted for the preferred education qualifications. Must have a valid Florida Driver's License.

WORK SCHEDULE: Monday – Friday, 10 a.m. – 7 p.m. Weekends, as needed.

HIRING RATE: \$33,164 Annually

CLOSING DATE: Open Until Filled

Persons interested in this position should complete a City of Auburndale application and submit it to the Librarian, 100 W. Bridgers Ave. Applications can also be downloaded online at 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