

MENU

JOB SUMMARY

LIBRARY ASSISTANT I

The essential function of the position within the organization is to perform routine to moderately complex clerical and specialized duties associated with the effective and efficient operation of the library. The position is responsible for performing circulation duties, assisting patrons, assisting with library programs and activities, shelving and locating library materials, and assisting professional librarians with various other activities as required. The position works under direct supervision according to set procedures. This position shall be required to assist with emergency support functions in the event of a declared emergency and/or any other emergency duties as assigned.

Qualifications

Any equivalent combination of education, training and experience may be considered. Requires high school diploma or GED with one (1) year of related experience. Requires a valid Florida driver's license.

Pay Plans for Pay Grade 13N

Minimum Hourly	Maximum Hourly	Minimum Annually	Maximum Annually
\$15.00	\$22.30	\$31,200.00	\$46,384.00

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Contact the Office of Human Resources

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