

MENU

JOB SUMMARY

LIBRARY ASSISTANT II

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, training and providing instruction of assigned co-workers, and assisting professional librarians with various other activities as required. The position works under general supervision according to some procedures; decides how and when to complete tasks. 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 Associate’s Degree in Library Science, Liberal Arts or a closely related field with one (1) year of related experience. Requires a valid Florida driver's license.

Pay Plans for Pay Grade 15N

Minimum Hourly	Maximum Hourly	Minimum Annually	Maximum Annually
\$16.85	\$25.19	\$35,048.00	\$52,395.20

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Contact the Office of Human Resources

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