Librarian I - Virtual Services

SALARY RANGE

$37,353.00 - $60,960.00 Annually

SALARY DISCLOSURE/GENERAL DESCRIPTION:

Salary Disclosure:
Starting salary: $37,353.00
Pay Grade: P32

Current Pasco County Employees: Please refer to the Career Service Manual for starting salary information.

General Description: Professional library work involving technical work in implementing and maintaining a variety of library focused software, databases, and applications.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES: All employees will be required to work before, during, or after an Emergency. During an Emergency employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

ESSENTIAL JOB FUNCTIONS:

Provide technical work in planning, implementing and maintaining the library’s automation system (Integrated Library System) as well as a variety of other software applications such as PC Reservation, E-content, E-vance, Talking Tech, the Library’s website, and social networking sites. This position is responsible for assisting with training of both professional and paraprofessional library staff county wide. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and methods of professional public library service and operations. Knowledge of library technology and web design principles. Knowledge of CMS systems, and/or HTML. Knowledge of ILS system support and administration (Koha preferred). Knowledge of principles and practices for providing customer services. Knowledge of report functions for databases, mysql preferred. Ability to establish and maintain positive, effective working relationships. Ability to apply logic and reasoning to problem resolution. Ability to effectively manage time. Ability to deal with details. Ability to work without close supervision. Ability to deal with diverse elements simultaneously. Ability to understand and apply highly complex policies and procedures. Ability to train, plan, and assign work to paraprofessional and clerical library staff. Ability to operate computer equipment and technology software. MUST BE ABLE TO WORK EVENINGS AND SATURDAYS.

MINIMUM REQUIREMENTS:

PHYSICAL SKILLS: Ability to lift and/or move up to 35 pounds and also push or pull heavy objects. May use a handling device (dolly, cart, etc.) or work with another team member to lift and/or move excessively heavy objects. Job requires extended periods of walking, standing, sitting, bending, stooping and
reaching. Also requires use of a video display terminal. Ability to communicate effectively using speaking, hearing, writing, and vision skills.

EDUCATION, TRAINING AND EXPERIENCE: Must possess a Masters in Library Science from a college or university accredited by the American Library Association. One year of library experience preferred.

The Degree Alternative Program (DAP) for in-house applicants does not apply to this posting.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Must possess a valid driver's license.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Pasco County BOCC is a drug-free workplace in accordance with Federal and Florida law.

VETERANS' PREFERENCE: Under Section 295.07, F.S., Chapter SSA-7, Pasco County BCC provides to Veterans, that preference in appointment will be given to preference-eligible applicants.