PASCO COUNTY
Human Resources Department
7536 State Street
New Port Richey, FL 34654
(727) 847-8103
http://www.pascocountyfl.net

INVITES APPLICATIONS FOR THE POSITION OF:
Librarian I - Youth Services

An Equal Opportunity Employer

**SALARY**
$38,100.00 - $62,179.00 Annually

**POSTING DATE:** 11/02/18

**CLOSING DATE:** 11/15/18

**GENERAL DESCRIPTION**

Salary Disclosure:
Starting Salary: $38,100.00
Pay Grade: P32

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

Department: Libraries Services

Location: Dade City, Hudson and Land O' Lakes

**General Description:** Professional library work responsible for providing professional level juvenile and young adult reader's advisory, reference, and programming in the public library system.

**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**

Provides juvenile and young adult reader's advisory and reference services to adults as directed. Coordinates toddler, preschool, and youth and teen programs per schedule approved by the Branch Manager and the Youth Services Coordinator. Coordinates in-library tours of children's area for individuals and groups. Conducts outreach to schools, day care centers, parks & recreation centers and other designated agencies. Coordinates the Summer Reading Program, and the Summer Teen Volunteer Program at the branch library with the support of the Branch Manager, the Youth Services Coordinator, and other library staff.

Recommends juvenile and young adult authors, titles, and subject areas to the Youth Services Coordinator and Collection Development Coordinator for collection development. Weeds juvenile and young adult collection per guidelines established by the Youth Services Coordinator and Collection Development Coordinator. Participates in In-service training for County Library Youth Services Program.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of current principles of juvenile and young adult library service.
• Knowledge of juvenile and young adult materials.
• Knowledge of public library organizations and operations.
• Knowledge of library automation procedures and practices.
• Ability to work without close supervision.
• Ability to work effectively with library patrons, employees and the general public.
• Ability to deal with diverse elements simultaneously.
• Ability to plan and assign work to paraprofessional and clerical library staff.
• Ability to train and instruct library patrons and staff.
• Ability to operate the library automation systems, microcomputers, microfilm reader/printers, and audio-visual equipment.
• Ability to understand and apply complex oral and written instructions, including library policies and procedures.
• MUST BE ABLE TO WORK EVENINGS AND SATURDAYS.
• One year of library experience preferred.

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 video display terminal. Ability to communicate effectively using verbal, written, and visual communication.

EDUCATION, TRAINING AND EXPERIENCE: Must possess a Master's in Library Science from a college or university accredited by the American Library Association.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Possession of 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 BOC 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.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.pascocountyfl.net
OR FILED ELECTRONICALLY AT
7536 State Street,
New Port Richey, FL 34654

Librarian I - Youth Services Supplemental Questionnaire

1. I am aware that the following supplemental questions will determine my eligibility for this position.
   - Acknowledge
   - Decline

2. Do you have a Master's Degree in Library Science from a college or university accredited by the American Library Association?
   - No
   - Yes

3. Which best describes your years of experience as required for this position:
   - Ten or more years of experience
   - Nine years but less than ten

☐ Eight years but less than nine
☐ Seven years but less than eight
☐ Six years but less than seven
☐ Five years but less than six
☐ Four years but less than five
☐ Three years but less than four
☐ Two years but less than three
☐ One year but less than two years
☐ Less than one year of experience

* 4. Do you have a valid driver's license?
☐ Yes
☐ No

* 5. Are you a veteran who served as a member of the armed forces of the United States during a period of war, defined in Title 38, U.S.C., and who was separated from such service under honorable conditions, or the surviving spouse of any such veteran? (Supporting documentation needed at time of application or next business day)
☐ Yes
☐ No

* 6. I hereby acknowledge that Pasco County BOCC is a drug-free workplace in accordance with Federal and Florida law, and consent to pre-employment drug/alcohol testing, and agree to abide by the program and policy if employed by Pasco County BOCC.
☐ Acknowledged

* 7. Have you recently retired from the Florida Retirement System (FRS) Pension Plan within the last 12 months? (A recent Pension retiree is someone who has not yet received the initial 12 months of pension payments.)
☐ Yes
☐ No

* 8. Have you recently retired from the Florida Retirement System (FRS) Investment Plan? (An Investment Plan retiree is someone who took a distribution from their investment Plan account).
☐ Yes
☐ No

* 9. Please specifically explain how your prior work experience and education match the qualifications for this position. (1000 characters or less)

* Required Question