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 II - Branch Manager
An Equal Opportunity Employer

**SALARY**
$42,006.00 - $68,553.00 Annually

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

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

**GENERAL DESCRIPTION**

Salary Disclosure:
Starting Salary: $42,006.00
Pay Grade: P34

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

Department: Libraries Services

Location: South Holiday and New Port Richey

General Description: Managerial and technical work in planning, organizing, and directing of a single location or a specific service of the County library system. Responsible for planning operations in regards to a specific location or service, determining, assessing, and addressing the library and community needs. This position is distinguished from a Librarian I position by a broader range of responsibilities, ability to make independent judgments, and the supervisory responsibility for Librarian I personnel as well as other levels of staff.

**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**

Plans, analyzes, and evaluates library services and operations; recommends and takes appropriate action. Actively participates in fulfilling system-wide goals and implementing policies. Participates in the selection and training of subordinate staff and professionals and evaluates their performance. Coordinates staff schedule and payroll records for the assigned service unit. Works effectively with Library administration and other supervisors or coordinators. Supplies budgetary information and monitors expenditures regarding service unit. Interprets goals and policies to subordinate staff and to patrons and individuals outside of the library. Resolves conflicts with patrons and the general public. Represents the Library at meetings, conferences, presentations and workshops. If assigned to a branch library, monitors physical maintenance and determines need for repairs and improvements. Develops community partnerships for the assigned service unit. Prepares reports and publications. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**
• Knowledge of the principles and methods of professional public library service and operations. Knowledge of principles and practices for providing customer services.
• Knowledge of reference and information procedures and practices.
• Knowledge of library technology.
• Knowledge of supervisory techniques and practices.
• 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 motivate, develop, train, and direct personnel.
• 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 plan and assign work.
• Ability to operate equipment and technology.
• 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 walking, standing, sitting, bending, stooping, and reaching. Requires use of a video display monitor, keyboard, and mouse. Ability to communicate effectively using verbal, written and visual communication.

EDUCATION, TRAINING AND EXPERIENCE: Must possess a Masters in Library Science from a college or university accredited by the American Library Association. Experience with library automation systems and/or personal computers and software including database and/or Internet experience. Three years of professional library experience as a librarian in a public library system including two years supervisory experience.

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.

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

Exam #1819-053
Librarian II - Branch Manager

Librarian II - Branch Manager 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. Do you have experience with library automation systems and/or personal computers and software including database and/or internet?
   □ No
   □ Yes

* 4. Which best describes the years of professional Library experience you have in a public library system?
   □ Ten or more years of experience
   □ Nine, 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
   □ Less than one year of experience

* 5. Which best describes the years of experience you have in a supervisory 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
   □ Less than one year of experience

* 6. Do you have a valid driver's license?
   □ Yes
   □ No

* 7. Are you a current Pasco County BOCC employee?
   □ Yes
   □ No

* 8. 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

* 9. 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

* 10. 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

* 11. 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

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

* Required Question