



## **CITY OF EUSTIS, FLORIDA**

### **EMPLOYMENT OPPORTUNITY**

### **LIBRARY PAGE**

March 21, 2017

The City is seeking a responsible student to fill a part time Library Page position. Employee must be able to pay attention to detail and file accurately. Employee will work approximately 20-25 hours per week (6 days at 4 hours/per day)

**JOB CHARACTERISTICS** – Under the supervision of a professional or technical staff member performs a variety of routine work assignments. This is a part time/temporary position and hours may vary, at the discretion of the Division/Department Director and available funding.

#### **DISTINGUISHING CHARACTERISTICS**

Employment in this position is restricted to students enrolled in secondary education (high school or vocational technical school) or post-secondary (vocational technical school or college) academic programs. Employment provides a means of summer and/or part time employment, whereby students can become familiar with libraries for the purpose of educational objectives.

#### **EXAMPLES OF MACHINES, TOOLS AND EQUIPMENT USED**

General office and computer equipment

**SUPERVISION RECEIVED** – Assigned

#### **ESSENTIAL JOB FUNCTIONS** –

- Sorts and shelves library books and materials;
- Checks to ensure books are correctly shelved according to title, author and number;
- Prepares library materials for circulation;
- Mends library materials;
- Assists patrons with routine questions, referring to staff members as needed;
- Performs various duties for closing, including straightening chairs, picking up books and magazines from tables, checking exits and restrooms, turning out lights, etc.;
- Performs routine housekeeping tasks such as dusting shelves, picking up trash, straightening displays, etc.

#### **OTHER JOB FUNCTIONS** –

- May answer the telephone, circulate books, collect fines, process new patron applications, etc., as needed;
- Assists in the preparation of special events related to the Division/Department, as needed.
- Performs other related duties as required.

#### **REQUIREMENTS:**

##### **Knowledge, Abilities and Skills**

Knowledge of business English, spelling and mathematics; basic computer literacy

Ability to work well with others and assist the public cooperatively and courteously; ability to learn and follow the rules, regulations, administrative procedures and policies of the Library; ability to carry out assignments with minimum instructions; ability to pay close attention to detail; ability to read and write English

**Physical Demands** - This position requires moderate physical effort. Requires walking short distances and standing for moderate periods of time; repeated kneeling, bending and reaching; repeated lifting of

up to 20 to 25 pounds; good finger/hand dexterity and hand/eye coordination; good eyesight, hearing and speech.

Salary Range – \$8.10/hr; Only applicants with the most job-related qualifications will be selected for interview and further consideration. Additional consideration may be given to applicants with more extensive education, training, or experience. Final candidates will be required to take a library alpha/numeric (call number) shelving test. Final candidates will be required to pass a drug test and are offered a conditional offer of employment contingent upon satisfactory results of a thorough background check including criminal history, driver's license check, & medical exam (if applicable).

**CLOSING DATE:** April 7, 2017

**EQUAL OPPORTUNITY EMPLOYER**  
**Minorities/Females/Disabled**  
**Florida Drug Free Workplace**  
**Veterans Preference Employer**

**HUMAN RESOURCES DEPARTMENT**  
**CITY OF EUSTIS**  
**P.O. Drawer 68 (109-A E Orange Ave)**  
**Eustis, FL 32727-0068**  
**Phone – 352-483-5472**  
**FAX – 352-483-0492**  
**E-Mail – [personnel@ci.eustis.fl.us](mailto:personnel@ci.eustis.fl.us)**

**IMPORTANT:** The City of Eustis is an Equal Opportunity Employer and does not discriminate in recruitment, examination, appointment, training, promotion, retention, or any other personnel action because of race, color, religion, sex, disability, marital status, age, national origin, citizenship, genetic information or any other factor protected by law. The City provides Veteran's Preference per FS 295.07. When a preference-eligible applicant receives notice of a hiring decision and believes that he or she was not afforded employment preference in accordance with applicable Florida law and regulation, the applicant may file a written complaint requesting an investigation to the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, Florida 33708. Such complaint shall be filed within 60 calendar days from the date that the notice is received by the preference-eligible applicant pursuant to Sections 120.569 and 120.57, F.S. ***Applicants claiming Veteran's Preference must complete a City of Eustis application identifying themselves as an eligible veteran and submit FDVA form VP-1, VP-2, or VP-3 along with documentation, as soon as possible (contact HR for forms).*** The City encourages applications from qualified individuals with disabilities and will make reasonable accommodation to the extent provided by law. If accommodation is needed for applicant testing, please inform the City, prior to the testing date.

Applications must be received or postmarked no later than 12:00 midnight on the closing date. The City may close positions that are posted with an "Open" closing date at any time, without prior notice. While we highly recommend that applicants use our online Job Application Builder, we also have printable applications available for download at [www.eustis.org](http://www.eustis.org). Office hours are 8:00 am to 5:00 pm Monday thru Friday. For more information, please visit Human Resources at [www.eustis.org](http://www.eustis.org) or call us at 352-483-5472. Under Fla. Law, all application materials are public record and subject to public scrutiny.