



# Vacancy Announcement

Position: Librarian I

Posting Date: December 6, 2019

## Introduction

The City of Eustis is seeking an trustworthy, responsible Librarian who, under direction, will perform professional administrative and technical library work classifying, cataloging, ordering and maintaining books and materials, performing reference work, planning and implementing special programming and services, and assisting the general public. Employee will work independently according to prescribed procedures. Employees' work will be reviewed for adherence to general policy and analysis of results achieved.

## Description of the City and Library

The City of Eustis is located in Lake County, Florida, approximately 30 miles north of Orlando. Eustis is a lakefront community of over 20,000 residents with a rich history. The Eustis Memorial Library's mission is to make available to its community the opportunity to experience a high quality of public library services. As well as to provide access to information resources, staff facilities and services that respond to the pursuit of knowledge, education, lifelong learning, cultural enrichment and recreational reading and listening. Current services offered by Eustis Memorial Library:

- Circulating collection of 117,000 items
- Photocopying and computer-based printing
- Databases available onsite through the library's online catalog
- Current and back issues of over 200 periodicals and newspapers
- Video media (5,600 titles) and audiocassette (2,400 titles)
- Library book memorial program
- Large Print books
- E-book collection
- Library Bookstore
- 30 Internet access workstations
- Inter-library borrowing of books
- Voter Registration
- TDD access

These services will continue to expand with the recent integration into the Lake County Library System.

## Essential job functions

- Performs technical reference work;
- Reads and reviews new books and makes recommendations for acquisition of books and materials;
- Assists patrons in reading selections;
- Demonstrates card catalogs and reference tools;
- Directs, supervises and initiates personnel actions for assigned subordinates;
- Directs and participates in circulation activities;
- Conducts tours, story hours, reader guidance and special programs and special events;
- Coordinates programs for toddlers, young adults and teens per schedule approved by supervisor;
- Writes and produces media releases, brochures, posters and displays for special programs;
- Maintains records and reports as required;
- Remains abreast of developments in the library profession by reading professional journals, attending workshops and conventions as required.

## Other job functions

- Assists the City in the preparation for and aftermath of a major emergency such as a hurricane or other storm or disaster;
- Performs other related duties as required.

## Requirements

### *Knowledge, Abilities, and Skills*

Knowledge of the principles, practices and methods of library science; knowledge of reader interest levels, books and authors; knowledge of modern English, spelling and mathematics; skill in public speaking.

Ability to plan and implement library programs and special events; ability to establish and maintain effective working, advisory and consulting relationships with clubs, community groups, public officials and professional colleagues and the general public; ability to express oneself clearly and concisely in verbal and written form; ability to assemble, organize and analyze data findings and report them in the context of oral or written reports; ability to remain at a city work shelter, before, during and after a hurricane or other storm or disaster, if asked.

### *Working hours*

Rotating shifts from 9am/11am to 6pm/8pm; including some Saturday shifts.

### *Physical Demands*

This is primarily sedentary work with some periods of light physical effort. Requires sitting for long periods of time; standing, reaching and bending; occasional lifting up to 35 pounds and occasional carrying/pushing/pulling up to 35 pounds; good finger/hand dexterity and hand/eye coordination; good eyesight, hearing and speech.

### *Minimum Qualifications*

Master's Degree in Library Science or Information Studies from an ALA accredited school.

### [Salary Information](#)

\$35,568.00 - \$51,092.83/yr; EXCELLENT benefits (Note: Benefit information is posted on city website at [www.eustis.org](http://www.eustis.org), or call Human Resources at 352-483-5472). Applicants should expect a starting salary of \$35,568.00/yr. 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 may 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. Please read important section below.

### [Closing Date](#)

Open until closed by the City

### [Contact Information](#)

Human Resources Department  
City of Eustis

#### [Physical Address](#)

109-A East Orange Avenue  
Eustis, Florida 32726

#### [Mailing Address](#)

Post Office Drawer 68  
Eustis, Florida 32727

#### [Phone number](#)

352-483-5472

#### [Fax number](#)

352-483-0492

#### [Email address](#)

[personnel@ci.eustis.fl.us](mailto:personnel@ci.eustis.fl.us)

### [Important Information](#)

Applications must be received no later than 5:00 pm on the closing date as listed above. The City may close positions that are posted with an Open closing date at any time, without prior notice. The City's application is required. After submitting an interest request via a career site, you should receive an email with the application link and further instructions from Human Resources. If you do not receive an email from Human Resources within one business day, contact 352-483-5472 or [personnel@ci.eustis.fl.us](mailto:personnel@ci.eustis.fl.us). The online application is the preferred method but printed applications are also available in person at 109-A East Orange Ave, Eustis. Office hours are 8:00 am to 5:00 pm Monday thru Friday. For assistance or more information, please visit Human Resources at [www.eustis.org](http://www.eustis.org) or call 352-483-5472. Under Florida Law, all application materials are public record and subject to public scrutiny.

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 Florida Statute 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 Boulevard, Room 214, Saint 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, Florida Statute. 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 or interview, please inform the City, prior to the testing or interview date.