



Vacancy Announcement

Position: Part-time Library Page

Posting Date: March 10, 2020

Introduction

The City is seeking a trustworthy, responsible individual who, 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. Approximately 20 to 27 hours weekly.

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.

Working hours

Rotating shifts from 9am/11am to 6pm/8pm, including some Saturdays.

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.

Minimum Qualifications

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.

Salary Information

\$8.88 per hour. Part time/temporary positions working less than 30 hours per week are not currently eligible for employment benefits. 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 subject to skills testing, including basic alphabetical and numerical ordering. 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

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. 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 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.