

# CITY OF CLEWISTON JOB POSTING

**Position: Library Assistant**  
**Department: Library 01-60**

**Position Summary:** Performs routine descriptive cataloging and coding of library materials in all formats. Requires some evenings and weekend work. EOE - DFWP

## ESSENTIAL DUTIES AND JOB RESPONSIBILITIES

1. Completes filing and maintenance of records in public catalog.
2. Maintains patron files.
3. Prepares overdue letters and makes overdue calls.
4. Maintains book collection such as cleaning, repairs, coverings, etc.
5. Maintains reading shelves.
6. Performs clerical circulation duties.
7. Provides general information about library services and facilities.
8. Helps patrons in the use of public access catalog, library computer systems, and multimedia equipment.
9. Answers routine inquiries using standard bibliographic materials and/or computer data systems, and refers those requiring professional assistance to the librarian.
10. Assists with collection development by recommending titles to Associate Director.
11. Records statistical data for reports and special studies.
12. Designs and prepares exhibits of library materials.
13. Produces handouts and instructional materials.

## REQUIREMENTS

1. High school diploma or general education degree (GED); and three to six months experience preferred.
2. Ability to speak effectively with patrons, colleagues, board members, commission, and other city employees.
3. Capable of discerning the public's needs.
4. Considerable independent judgment and discretion is involved when representing the City in communications with the public and employees.
5. Capable of performing detailed work.
6. Must have good organizational skills and capable of meeting deadlines.
7. Must have good oral and written communication skills.
8. Must have computer skills.
9. Must have conceptual skills.
10. Must have interpersonal skills.

Applications are available at City Hall, 115 West Ventura Avenue, Clewiston, FL 33440.