

**COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
1701 Highway 90 West**

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Librarian I/Volunteer and Literacy Coordinator, part-time

MAJOR FUNCTION: This is professional work involving responsibility for the performance of library volunteer program and literacy activities. This position is under the supervision of a higher level Librarian or the Library Director and includes planning details of procedure and methods to attain definite objectives.

TRAINING AND EXPERIENCE: Minimum Experience: Master's degree in library science or related field and one (1) year full-time library or related experience or any equivalent combination of related training and experience. Experience with literacy and volunteer programs desirable. Experience may be substituted for formal education.

KNOWLEDGE, SKILLS AND ABILITIES: Strong interpersonal skills. Organizational ability. General knowledge of components of public library services that support literacy. Knowledge of adult education and of needs of non-reading adults. Certification as Laubach tutor is preferred. Basic computer skills. Ability to work without close supervision. Ability to plan and present programs alone or in coordination with other staff, community groups and volunteers. Ability to communicate with persons from varied socio-economic groups, including library users, tutors, volunteers, and adult non-readers. Ability to understand and follow policies and procedures. Knowledge of community agencies, services and resources. Knowledge of materials suitable for literacy instruction. General knowledge of library organization and operation, including library automation. Looks for opportunities to apply new and evolving ideas, methods, design and technologies. Develops recommendations based on trying new things in a new way. Functions effectively in ambiguous situations. Modifies or changes strategies to ensure the best chance of success. Builds strong work relationships with sensitivity to how individuals, organizational units, and cultures function and react; establishes partnerships at all levels and across department and functional lines to achieve optimum results.

ESSENTIAL PHYSICAL SKILLS/DEMANDS: Intermittent sitting, standing, bending and walking. Ability to use keyboards and standard office equipment. Ability to communicate orally and in writing. Acceptable eyesight and hearing (with or without correction). Ability to transport and set up workshop and tutoring materials (up to 25 pounds).

PROFESSIONAL LICENSES: Florida Driver's License.

HOURS: Part-time position averaging 30 hours per week, with varied schedule including some evening and weekend hours

SALARY: \$13.72 per hour

DEADLINE FOR RECEIVING APPLICATIONS: October 10, 2017

Each applicant is required to submit a completed County Application for Employment. Successful applicant must be able to pass a pre-employment physical and drug screening. Applications should be submitted to:

HUMAN RESOURCES OFFICE
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
LAKE CITY, FLORIDA 32056-1529
(386)758-2123; TDD (386)758-2139
An AA/EEO/ADA/VP Employer

LIBRARIAN I/VOLUNTEER AND LITERACY COORDINATOR **Part-Time**

MAJOR FUNCTION: This is professional work involving responsibility for the performance of library volunteer program and literacy activities. This position is under the supervision of a higher level Librarian or the Library Director and includes planning details of procedure and methods to attain definite objectives.

ESSENTIAL JOB FUNCTIONS: Coordinates volunteer program and literacy services. Coordinates and conducts training of volunteers including literacy tutors. Plans, publicizes and presents programs for community groups to promote awareness of library and literacy issues. Plans and presents programs to encourage reading and library use. Functions as part of outreach team to extend library services to under-served populations. Recruits tutors and volunteers. Screens, interviews and refers volunteers to appropriate assignments. Recruits, evaluates and places adults desiring reading assistance with a trained volunteer tutor or other appropriate service provider. Coordinates volunteer management serving as a resource to staff in work analysis, training and supervision. Track volunteer work and evaluate volunteer performance in conjunction with designated staff. Coordinates program record-keeping. Collects and analyzes data and prepares reports, recommending service responses. Assists in preparation of grant proposals and implements grant-funded activities. Works with volunteers, adult learners and tutors to maintain their interest and to encourage them to achieve their goals. Utilizes support staff appropriately in preparation of materials and implementation of programs and other events. Serves as library literacy liaison with community groups. Organizes recognition events and support activities for tutors, students and volunteers. Stays abreast of new developments in the literacy field. Maintains contact with other local and state literacy providers to coordinate literacy activities and to prevent duplication of effort. Coordinates staff teambuilding activities.

NON-ESSENTIAL FUNCTIONS: Schedules use of tutorial rooms, equipment and materials. Designs and prepares displays. Designs and produces newsletters. Assists adults and youth, including tutors and students, in selecting library materials best suited for their interest and reading level. Recommends, selects and orders materials for designated collections. Assists in other areas of library service, including acquisition, circulation and reference. (These job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as assigned.)

WORK ENVIRONMENT: Office/Library type working conditions. Some travel, chiefly local.

CUSTOMER SERVICE: Frequent contact with persons from a wide variety of educational and socio-economic backgrounds. Works with community agencies, volunteers, literacy students and other library departments.

TRAINING AND EXPERIENCE: Master's degree in library science or related field and one (1) year full-time library or related experience or any equivalent combination of related training and experience. Experience with literacy and volunteer programs desirable. Experience may be substituted for formal education.

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