

TOWN OF LADY LAKE

VACANCY ANNOUNCEMENT

All positions are regular full-time unless otherwise noted. Applications are only accepted for positions that are **currently open**. A separate application must be submitted for each position. Each application or resume must include the position title for which you are applying.

INTERNAL AND EXTERNAL POSTING

LIBRARY ASSISTANT I-CIRCULATION/ COMMUNITY BUILDING COORDINATOR

SALARY RANGE: \$10.92/hour

DEPARTMENT: Library

CLOSING DATE: Open until filled

Under the direction of the Library Director, performs library work relating to circulation and oversight of the Lady Lake Community Building. Maintains the operation of the circulation desk according to established procedures. Assigns and monitors circulation workflow at the main desk. Provides circulation services to the public. Performs all circulation duties related to circulation desk operations including check-ins, check-outs, renewals, holds requests, recording of fines and fees, issuance of library cards, etc.

High School Diploma or General Education Degree (GED) equivalency.

Completion of two years of college with courses in Library Science or Two years recent experience in a library with circulation and/or library automation experience.

All interested applicants must submit an application and resume. Applications and resumes will be accepted in the Human Resource Office or fax to 352 751-0230 or e-mail tdelee@ladylake.org. Applicants are advised that all submitted materials are subject to public disclosure per Public Records Act. Equal Opportunity Employment/ Drug-Free Workplace/ADA

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