

Job Title: OPS Library Services Paraprofessional

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

Incumbents coordinate an assigned section, process, or unit of a library, or supervise clerical employees in area of assignment. Responsibilities may include ensuring library policies and procedures are adhered to; prioritizing and assigning tasks to employees; compiling and analyzing library operational data; preparing reports; and performing the duties of the lower levels.

Requirements:

Education:

Associate's degree.

Experience:

Four years library support experience.

* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.

Knowledge:

- Supervisory principles;
- Customer service principles;
- Library operations, principles, and practices;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Automated library system software applications;
- Basic collection maintenance and development principles;
- Modern office procedures;

- Computers and related software applications.

Skills:

- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Applying applicable Federal, State, and local laws, rules, and regulations;
- Providing customer service;
- Monitoring and maintaining applicable library collections;
- Processing incoming and outgoing library materials;
- Operating automated library systems;
- Cataloguing library items;
- Providing clerical support;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: stooping, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subjected to dust, poor ventilation, inadequate lighting, workspace restrictions, and light travel.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Supervises staff to include: prioritizing and assigning work; implementing policies and procedures; ensuring that employees follow policies and procedures; ensuring staff are trained; and maintaining a healthy and safe working environment.	Daily 10%
2.	Coordinates library operations, which includes implementing and monitoring library policies and procedures, tracking and reviewing operational data, and developing operational reports.	Daily 20%
3.	Reviews, maintains, and monitors collections in assigned area of responsibility; recommends additions and removal of collection items; processes purchased and donated materials; orders supplies and catalogs materials; and performs related activities.	Daily 30%
4.	Performs a wide range of library circulation activities, which includes: assisting and training patrons, student workers, faculty, and staff in finding print and electronic resources; ascertaining and responding to patron's needs; searching for and pulling materials from shelves for patrons; processing incoming and outgoing library materials; obtaining payments for fines; creating and updating patron records; placing materials on hold; making interlibrary loan requests; communicating library policies and procedures to patrons; and/or performing related activities.	Daily 20%
5.	Performs a variety of technical duties including collecting fines and payments; sending overdue notices; entering information into a database; and making monetary deposits.	Daily 10%
6.	Prepares, reviews and approves a variety of operational records.	Daily 10%
7.	Performs other duties of a similar nature or level.	As Required

Equal Access/Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant

state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaao_director@spcollege.edu.