

**RESOLUTION No. 62-12-09**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF LIBRARY ASSISTANT I; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

**WHEREAS**, the Uniform Classification System is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

**WHEREAS**, it is necessary to provide an updated listing of certain current titles and classifications within the Town service.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:**

**Section 1.** The foregoing recitals are hereby incorporated as if fully set forth herein.

**Section 2.** The Uniform Classification System is revised to amend the job description for the position of Library Assistant I. A copy of the amended job description for this position is attached hereto as **Exhibit A**.

**Section 3.** This Resolution shall become effective immediately upon adoption.

# LIBRARY ASSISTANT I

EXHIBIT A

**JOB CODE:** 240  
**DEPARTMENT:** LAKE PARK PUBLIC LIBRARY

## **CHARACTERISTICS OF THE CLASS:**

Under the direct supervision of the Library Director, the primary responsibility of this position is the provision of customer service in the Library's customer service area and providing basic information about Library materials. Also responsible for shelving materials and performing circulation functions at the Circulation Desk and basic clerical activities in support of all Library services. Work is performed under immediate supervision and review, and within specific limits of prescribed procedures and/or defined instructions. Performs other work as requested. This is a non-exempt position.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of anyone position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Library Assistant I position.

1. Check-in and check-out of Library materials.
2. Collects fines for overdue books and materials and maintains the cash register.
3. Assists patrons in locating materials.
4. Processes patron holds and shelves Library materials.
5. Answers phones and provide requested information to patrons and direct calls to appropriate source.
6. Sorts and route mail.
7. Registers and orients new patrons.
8. Maintains and processes serials.
9. Processes shipments.
10. Resolves problems regarding patron circulation records.
11. Shelves adult and children's books, periodicals, and other media in the proper locations.
12. Maintains correct order of books, periodicals, and other media in the library.
13. Shelves and removes newspapers and periodicals.
14. Identifies damaged books that need to be repaired or withdrawn, and routinely checking shelves
15. Follows established opening and closing routines pursuant to established Library procedures:
16. Performs other duties as assigned or directed.

## **MINIMUM REQUIREMENTS:**

### **1. Training and Experience:**

High school diploma, or equivalent, or currently enrolled in accredited high school. Previous experience working in a library or as a library volunteer is preferred. Basic computer and Internet skills required.

2. **Knowledge, Skills and Abilities:**

- Ability to follow oral and written instructions.
- Ability to operate the computer keyboard and mouse, and a wide range of office equipment.
- Ability to complete shelving assignments with accuracy.
- Ability to establish and maintain effective and positive working relationships with the patrons, associates and other Town staff
- Ability to communicate effectively with a diverse population
- Ability to read, speak, write and understand the standard English language
- Ability to manage several projects at once and adapt to changing needs and to work with frequent interruptions and maximum flexibility
- Ability to maintain confidentiality
- Ability to work a varied work schedule

3. **Physical Requirements:**

Work is performed in a library environment. Heavy lifting (50 pounds), constant standing, extensive close work and extensive PC monitor work are required. Dexterity in the use of fingers, limbs or body in the use of shop or office equipment is required.

4. **Environmental Requirements:**

Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain fumes, etc.

5. **Sensory Requirements:**

Work requires color and form perception and discrimination.

6. **Blood Borne Pathogens:**

Category II – Minimal to No Risk of Exposure

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

The foregoing Resolution was offered by Vice-Mayor Carey, who moved its adoption. The motion was seconded by Commissioner Osterman and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR DESCA DUBOIS	/	—
VICE-MAYOR JEFF CAREY	/	—
COMMISSIONER ED DALY	/	—
COMMISSIONER PATRICIA OSTERMAN	/	—
COMMISSIONER KENDALL RUMSEY	/	—

The Town Commission thereupon declared the foregoing Resolution NO. 62-12-09 duly passed and adopted this 16 day of December, 2009.

TOWN OF LAKE PARK, FLORIDA

BY: Desca Dubois  
DESCA DUBOIS  
MAYOR

ATTEST:

Vivian M. Lemley  
VIVIAN M. LEMLEY

TOWN CLERK

(TOWN SEAL)  
TOWN OF LAKE PARK  
SEAL

FLORIDA

Approved as to form and legal  
sufficiency:

BY: Thomas J. Baird  
THOMAS J. BAIRD  
TOWN ATTORNEY