

Wakulla County Board of County Commissioners
Comm. Brian Langston, Chair

EMPLOYMENT OPPORTUNITY

LIBRARY LIFELONG LEARNING SPECIALIST

The Wakulla Board of County Commissioners is seeking qualified applicants for a full time position at the Wakulla County Public Library. Under the direction of the Library Director the successful applicant will perform responsible professional and supervisory work in planning, implementing, and managing library services to children, youth, and adults and promoting library services to the general public.

Essential job functions include planning, coordinating, and delivering library services including organizing, promoting, and conducting programs and events; developing, evaluating, and maintaining balanced collections of library materials; providing readers advisory services to all ages; conducting formal and informal outreach activities in the community; creating and maintaining a safe, inviting and well organized children's area of the library; and planning, coordinating, and supervising activities in the Lifelong Learning Lab. Working with the Library Director, other employees, and volunteers, the Library Lifelong Learning Specialist helps ensure the overall quality of library services, maintaining and submitting records, reports and statistics as required, and assisting in general library functions on an as needed basis.

Salary is commensurate with experience and educational requirements. Applicant must have a Bachelor's Degree and prior experience in a public service capacity, thorough knowledge of library practices as it pertains to public library services; excellent written and oral communication skills; thorough knowledge of Microsoft Office software and Hypertext Markup Language software; and the ability to establish and maintain effective working relationships with children, adults, and colleagues of all ages and backgrounds.

Closing date for acceptance of applications is May 30, 2007 at 5 p.m. To apply, send a completed Wakulla County Employment Application to Wakulla County Board of County Commissioners, P.O. Box 1263, Crawfordville, FL 32326 or deliver to 3093 Crawfordville Highway, Crawfordville, Florida. To obtain an application contact Carla Patterson, Executive Administrative Assistant at (850) 926-0919, TDD (850) 926-1201.

By Florida Law, all applications for employment with the County are open for Public Inspection. Drug Screening and a Criminal Background Check are required. Veteran's Preference will be given to qualified applicants. Wakulla County is an Affirmative Action/Equal Opportunity Employer/Drug Free Workplace.