

Title: Library Proctor
PG: *
Status: Non-Civil Service
Position Reports to: Person-In-Charge
Department: Parks & Recreation

Class Code: 5010
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

The library proctor is responsible for maintaining an appropriate atmosphere in the library by patrolling all areas of the library, asking those individuals who are disruptive to be quiet and requesting those who persist to leave the building. Work is performed under general supervision.

ESSENTIAL FUNCTIONS:

1. Patrols library areas to monitor behavior and noise within these areas.
2. Responds to requests from staff for help in controlling disorderly behavior.
3. Helps clear the library at closing time and in securing the building.

ADDITIONAL RESPONSIBILITIES:

1. Assists reference unit with shelf reading, shelving, and vertical filing.
2. Assists patrons with photocopy machines as needed.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to interact with the public in an efficient and courteous manner.
2. Ability to deal with difficult situations in a tactful, polite, and firm manner.
3. Ability to communicate, both verbally and in writing.
4. Ability and willingness to establish and maintain effective working relationships with supervisors, co-workers and other City employees.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Some college preferred.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.