

Outlook

Job Openings at the Belle Glade and South Bay Libraries

From Dawn Frood <FroodD@pbclibrary.org>

Date Fri 5/2/2025 2:00 PM

To Updates <updates@gladesinitiative.org>

Please share these job opportunities with the community.

Position: LIBRARY ASSOCIATE II (Research) **CLOSES: 05/09/2025**

Salary: \$19.54 Per Hour

Department: Library

Division: Branch Public Service/Belle Glade Branch

Hours: 40 Variable hours/week, including evenings and weekends

Provides research and readers' advisory services as part of a team; instructs members and guest in the use of print and electronic research resources. Conducts computer/electronic device classes for the public; operates audio visual equipment; troubleshoots problems with computers, printers and copy machines. Checks in and processes periodicals/serials and files claims for missing materials; participates in collection maintenance and development.

The PBC Library System seeks to recruit diverse staff to serve the needs of our diverse community and members.

QUALIFICATIONS:

Graduation from high school or an equivalent recognized certification; minimum of two (2) years of college-level coursework (must specify 60-semester/90-quarter hours).

Equivalencies:

- 1. Graduation from high school/equivalent; one (1) year of college-level coursework (must specify 30-semester/45-quarter hours) AND one (1) year of experience working in a library**
- 2. Graduation from high school/equivalent AND two (2) years of experience working in a library.**

PREFERENCE FOR EXPERIENCE IN/WITH: Customer service in library/bookstore/retail environment; providing hands-on computer/electronic device instruction for the public. Also desirable: Bi/trilingual (English/Spanish/Creole) **(must specify on application)**

Link to job ad: <https://secure.co.palm-beach.fl.us/OnlineJobs/Job/JobOpening?Job=OTQ5NQ>

Position: LIBRARY ASSOCIATE II (Member Services) **CLOSES: 05/12/2025**

Salary: \$19.54 Per Hour

Department: Library

Division:Branch Public Service/**Belle Glade Branch**

Hours:40 Variable hours/week, including evenings and weekends

Other:Ability to lift 50 pounds preferred.

Use the Job ID based on the Position Location as follows

Charges and discharges library materials to the public; registers borrowers; receives payments from Palm Tran Paradise passes and tech devices; resolves inquiries/complaints concerning the circulation of materials; shelves and retrieves library materials. Processes library materials and links them to a computerized database.

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QUALIFICATIONS:

Graduation from high school or an equivalent recognized certification; minimum of two (2) years of college-level coursework (must specify 60-semester/90-quarter hours). Equivalencies: Graduation from high school/equivalent; one (1) year of college-level coursework (must specify 30-semester/45-quarter hours) AND one (1) year of experience working in a library OR graduation from high school/equivalent AND two (2) years of experience working in a library.

PREFERENCE FOR EXPERIENCE IN/WITH: Customer service in a library/bookstore/retail environment; handling cash. Also desirable: Bi/trilingual (English/Spanish/Creole).

Link to job ad: <https://secure.co.palm-beach.fl.us/OnlineJobs/Job/JobOpening?Job=OTUwMw>

Position:**LIBRARY ASSOCIATE IV** (Children and Teen Services) **CLOSES: 05/13/2025**

Salary:\$21.65 Per Hour

Department:Library

Division:Library/Branch Public Service/**Clarence E. Anthony Branch South Bay**

Hours:40 Variable hours/week, including evenings and weekends

Other:

Ability to lift 50 pounds preferred.

Plans and presents children's story time classes, crafts, and other library events at a small branch in South Bay, located in rural western Palm Beach County on the southern shores of Lake Okeechobee. Provides readers' advisory/research services for children, parents, and caregivers. Assists with collection maintenance/member services/other duties; represents the library at community groups; conducts library tours; resolves complaints/inquiries; uses a computer for member services functions and bibliographic research; directs the work of teen volunteers.

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QUALIFICATIONS:

Bachelor's Degree; minimum of six (6) months of experience working in a library.

Equivalencies:

- 1. Associate's Degree OR minimum of two (2) years of college-level coursework (must specify 60-semester/90-quarter hours) AND two and a half (2 ½) years of related experience**
- 2. Graduation from high school or an equivalent recognized certification AND four and a half (4 ½) years of related experience.**

PREFERENCE FOR SIX (6) MONTHS OF EXPERIENCE: Working in library children/teen services; in storytelling/public speaking; directing the work of others. Also desirable: Knowledge of children's literature (must specify on application); bi/trilingual (English/Spanish/Creole).

Link to job ad: <https://secure.co.palm-beach.fl.us/OnlineJobs/Job/JobOpening?Job=OTUwNA>

Thanks you,
Dawn

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