

Revised

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION

JOB TITLE: Community Services Administrative Coordinator

DEPARTMENT: Community Services Administration Division
Office

DIVISION: Community Services

GENERAL DESCRIPTION:

Highly responsible work in the management and administration of various departments within the Community Services Division (division) as administrative coordinator to the Division Director. Employees assigned to this classification require advanced and technical knowledge of the departments and operation of the division.

ESSENTIAL JOB FUNCTIONS:

1. Assists division director in directing and supervising the activities, functions and personnel of the division. Supervises staff in the operating units through department managers or supervisors. Directs and supervises the administrative functions of the division. Supervises division administrative support staff. Acts in the absence of the division director.
2. Coordinates and supervises special projects as assigned by the division director.
3. Acts as a backup to contract management of the Transit Department and Finance Coordinator position and Transit Manager Positions.
4. Responsible for management of all Animal Control Services citation process including balancing, collection and hearing preparation for the Special Master.
5. Assists the division director and department heads on Board policy issues, makes recommendations and revisions to division policy and procedure manual, records maintenance management, assists with yearly budget preparation requests and oversees assists in oversight of budget compliance within the departments.
6. Serves as Alternate Drug and Alcohol Program Manager of Transit's Drug and Alcohol program ensuring reporting and compliance. Assists in the preparation and ensures accuracy and submission timeliness of the Transit's Annual Operating Report, Rate Model Calculation, System Safety Program Plan (SSPP), and Transportation Disadvantaged Service Plan (TDSP), Operations Manual, Memorandum of Agreement (MOA), Drug and Alcohol, and various funding proposals/grants, reports, and contracts for the Transit Department. Serves as liaison to the MPO in the development of agenda and preparation of items for required Local Coordinating Board meetings.
- 4.7. Represents the division and the County at various meetings, may be requested to take and transcribe meeting minutes, prepares agendas and packets and other types of correspondence; interacts and communicates with various individuals and groups including elected officials, department heads, other county employees, supervisors, state and federal employees, other governmental agencies and the general public.

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5.8. Keeps abreast of developments and trends in the various fields within the departments comprising the division. Attends professional conferences and programs. Researches and drafts reports and work scopes based on information from records or files, narratives and statistical tabulations.

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6.9. Confers with and receives complaints of citizens and employees on specific problems customer service issues. Works with and assists the citizen or employee to resolve more difficult problems or questions. Compiles Monitors complaints related to contracted services Board contracts, compiling data and statistics, suggests solutions to problems and forwards to division director and appropriate departments, advises citizens on status and follows-up.

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10. Prepares, monitors and tracks time priority of contracts, agreements, grant applications, compliance with grant specifications, budgets, a variety of reports and records including attendance reports, maintenance reports, inventory records, cost reports, news releases, advertisements, status reports, applications, agreements, job descriptions, surveys and correspondence for division, departments, local, state and federal agencies.

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2.11. Regular Attendance.

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8. Regular Attendance:

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Board, division and department procedures, practices and operations.
- Knowledge of modern business practices, procedures and equipment including data processing and computer applications.
- Knowledge of modern administrative and management concepts and practices.
- Knowledge of financial and budget matters with ability to allocate costs/revenues and establish rate structures.
- Knowledge of Florida Statutes relating to division and department operations.
- Knowledge of business English, spelling and punctuation.
- Knowledge in human relations matters.
- Ability to supervise employees.
- Ability to understand and follow complex policies, laws and directives.
- Ability to plan, direct, prioritize, and supervise programs and activities with close attention to accurate results.
- Ability to establish and maintain an effective working relationship with the general public, multiple agencies, elected and appointed officials, supervisory personnel, co-workers, subordinates, the media, representatives from all levels of government, and business professionals.
- Ability to exercise initiative and independent judgment and to work with minimum supervision to accomplish assigned duties.
- Ability to coordinate multiple activities.
- Ability to utilize tact and deal effectively with a culturally diverse population and fellow employees under difficult or stressful situations.
- Ability to write reports, grants, resolutions, official documents and business correspondence.
- Ability to analyze and compile statistical data, prepare written technical reports and maintain records.

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- Ability to perform professional level work applying principles of rational systems such as budget preparation, office management, etc. in order to solve practical and complex problems and deal with many variables in situations where only limited standardization exists.
- Ability to communicate effectively both orally and in writing.
- Ability to write speeches, advertisements and articles using original or innovative techniques or styles.
- Ability to take a teamwork approach by cooperating with others, offering to help others when needed and considering larger organization or team goals rather than individual concerns.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma, supplemented by college level business courses.
- Five (5) years experience in advanced administrative support work.
- Two (2) years experience in program administration.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction);
- Acceptable hearing (with or without hearing aid);
- Must be able to communicate using speech, hearing and vision skills;
- Must be able to access file cabinets for filing and retrieval of data;
- Must be able to sit at a desk and view a display screen for extended periods;
- Must be able to enter and retrieve data from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment with occasional driving and outside work.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Non -Exempt Status

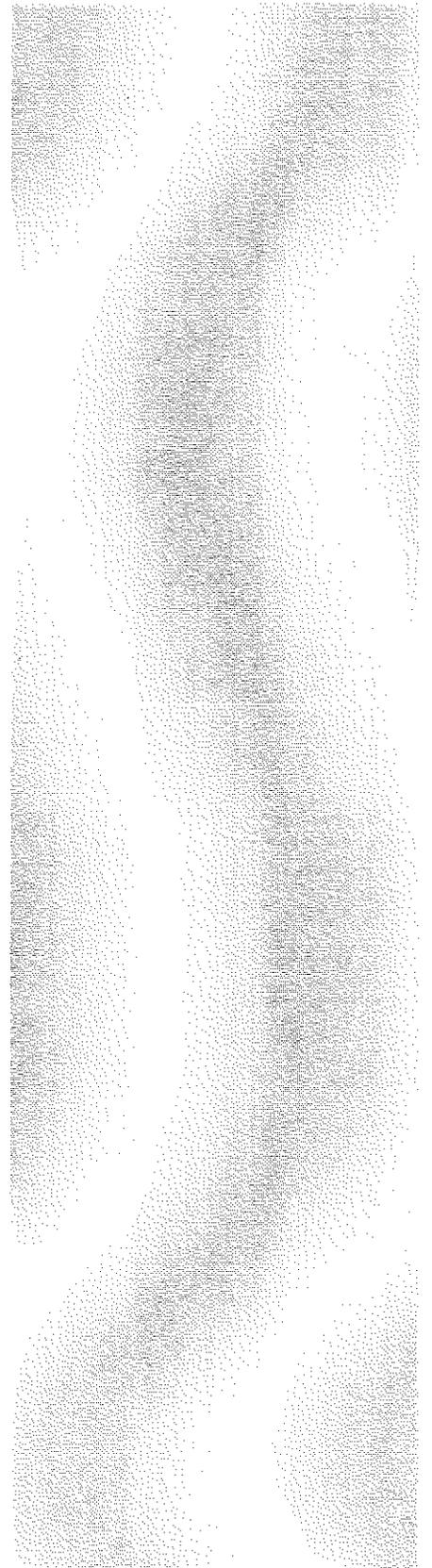
Revised 10/01/11404/09

Employee Statement

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Signature

Date



BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

JOB TITLE: Clerk/Driver I LOW
DEPARTMENT: Library Services
DIVISION: Community Services

GENERAL DESCRIPTION:

Operates the department's bookmobile to transport mobile library services to predetermined locations of the county. Performs responsible clerical work including the circulation of library materials, the registration of library patrons, and the furnishing of information to library users. This position requires considerable contact with the public.

ESSENTIAL JOB FUNCTIONS:

1. Pre-inspection of vehicle and maintaining records.
2. Operates department vehicles, primarily the bookmobile, in transporting library staff, collections and equipment to assigned destinations. Operates two-way radio and mechanical equipment used in assisting passengers.
3. Performs light maintenance on vehicles such as fuels, checks/adds oil, water, air, brake fluid; cleans and washes vehicles.
4. Provides information on library programs, services, policies and procedures.
5. Assists the public with the use of the computer catalog.
6. Processes applications for library cards, checks library material in and out to reflect accurate patron records.
7. Accurately re-shelves library material, maintains correct shelf order of all items. Checks shelves for materials on hold or overdue.
8. Assists in library programming.
9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
- 9-10. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

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Clerk/Driver I

- Knowledge of safety regulations, highway laws and the practices applied to the safe and skillful operation and care of light motor vehicles
- Knowledge of routine maintenance of vehicles
- Knowledge of county road system; preferred
- Knowledge of basic library materials and procedures
- Knowledge of basic clerical methods and practices including filing alphabetically and numerically.
- Ability to proficiently operate a personal computer, other office machines and two-way radio
- Ability to safely operate motor vehicles under all weather and other driving conditions and to follow safety training instructions and highway safety rules and laws
- Ability to communicate effectively, both orally and in writing, and
- Ability to understand and carry out simple oral and written directions/instructions.
- Ability to maintain working relationships with the public and fellow employees
- Ability to enforce safety rules, tactfully and firmly, with the public
- Ability to read numbers and letters rapidly and accurately.
- ~~Ability to sort and file alphabetically and numerically.~~
- Ability to learn computerized programs.
- Ability to sit at a desk and view a display screen for extended periods of time.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma
- One (1) year related experience or training in large vehicle operation and clerical work

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying (up to 50 pounds)
- Must be able to operate appropriate motor vehicles
- Push heavy loads
- Walking
- Standing
- Kneeling
- Bending
- Reaching
- Sitting
- Stooping

ENVIRONMENTAL CONDITIONS:

Works inside an office environment or within a passenger vehicle, both climate controlled, with limited outside duties.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Clerk/Driver I

FLSA Non-Exempt Status

Reviewed 10/1/101

Employee Statement

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Signature

Date

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Director of Community Services

DEPARTMENT: Community Services

DIVISION: Community Services

GENERAL DESCRIPTION:

Highly responsible work in the management and administration of the various departments within the Community Services Division. Providing leadership and assistance to department heads within the division. Plans and manages Sumter County Transit. Serves as department head for Animal Control Services and contract manager for misdemeanor probation services.

ESSENTIAL JOB FUNCTION:

1. Administers and carries out the directives and policies of the County Administrator and the Board of County Commissioners.
2. Directs and supervises the activities, functions and personnel setting performance expectations for personnel of the Community Services Division.
3. Establishes policies and procedures for the operations of the departments within the Division pursuant to the policies and procedures adopted by the Board. Makes recommendations and revisions to Department departmental Policy and Procedure procedure Manualsmanuals.
4. Determines time priority of specific projects in accordance with their necessity and desirability and the time limits set for completion.
5. Expected to embrace and contribute to the culture of process improvement with a focus on streamlining our processes, adding value to the county and meeting citizens needs and requests.
- 5.6. Confers with citizens and employees on specific problems within the division. Provides suggestions for problem resolution to the County Administrator.
- 6.7. Keeps abreast of developments and trends in the various fields within the division. Attends professional conferences and programs and represents the division and the county at various professional and public meetings.
- 7.8. Supervises the gathering of statistics, reports and exhibits. Makes presentations and recommendations to the Board, County Administrator, Advisory Councils, Federal, State and other agencies.
9. Oversees the budget process for the division, demonstrating forecasting abilities and incorporating strategic goals and performance measures.
- 8.10. Prepares grant applications, service plans, and reports for submission to Local, State, and Federal funding agencies. Prepares and monitors contracts.

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Director of Community Services

~~11. Heads Transit Department's Accident Evaluation Board and w/Works with the Local Coordinating Board to improve transportation services.~~

40:12. Manages the Division's Drug and Alcohol Prevention Program.

44:13. Regular attendance.

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Board procedures, practices, and department operations.
- Knowledge of modern administrative and management concepts and practices.
- Knowledge of Florida Statutes relating to division and department operations.
- Knowledge of the procedures and techniques required for the efficient operation of a rural transit system.
- Knowledge of State and Federal transit regulations.
- Skill in computer applications.
- Ability to allocate costs/revenues and establish fare structures.
- Ability to effectively supervise employees.
- Ability to establish and maintain an effective working relationship with the general public, public officials, department heads, employees, transportation providers, agencies, and community groups.
- Ability to understand and follow complex policies, laws, and directives.
- Ability to exercise initiative and independent judgment.
- Ability to write grants, resolutions, official documents, and reports.
- Ability to communicate effectively both verbally and in writing.
- Ability to compile and analyze statistical data.
- Ability to make public presentations.
- Ability to coordinate multiple activities.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four (4) year college or university with a degree in Liberal Arts, Public Administration, or a related field.
- Five (5) years experience in a supervisory role
- Five (5) years experience in program administration.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications).

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate using speech, hearing, and vision skills.
- Ability to operate a personal computer.
- Ability to work under stress with time constraints.

Director of Community Services

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Rev. 10/05

FLSA Exempt Status

Employee Statement

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Signature

Date

Revised

BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

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JOB TITLE: Finance Coordinator
DEPARTMENT: Community Services
DIVISION: Community Services

GENERAL DESCRIPTION:

Performs advanced detailed fiscal and financial duties in support of Community Services Departments financial operations. Assists the Division Director, ~~Assistant Director,~~ and ~~Department Heads~~ Community Services ~~Department Heads~~ in performing financial duties for the Division.

ESSENTIAL JOB FUNCTIONS:

1. Maintains ledgers, reconciles financial records, and prepares purchase orders and purchase vouchers for departments within the Division. ~~E-ensuresing availability of budgeted funds, and completes documentation and audit for monitors compliance with purchasing policy for finance is attached.~~
2. Prepares departmental, ~~interdepartmental~~interdepartmental, and grant invoices. Prepares and distributes monthly financial reports and invoices, monitoring deadlines for both. Monitors revenue receipt and spending activity throughout all departments within the Division and tracks revenue and spending for Transit and Animal Control Services.
3. ~~Administers state-funded Health Care Responsibility Act ensuring compliance with that program guidelines are adhered to. Reviews and improves process to ensure cost savings when possible and adherence to state mandated standards. Responsible for applicant correspondence, interviews review and determination of applicant eligibility by determining which guidelines apply to each individuals unique situation. Processes reconciliation and payment relating to the programeounties Health Care Responsibility Act program.~~
4. Administers the Indigent Burial Program and the Agency for Health Care Administration program to determine eligibility of payout for payment and including document maintenance.
5. Serves as back-up to contract management of Transit dDepartment on financial ~~reconciliation, grant invoicing, grant reporting, contract payments~~ ~~accounts payable and fiscal compliance~~ ~~audit~~ issues and reporting.
6. Serves as back-up to the Administrative Coordinator and resolves customer service issues with all departments as needed.
7. Assists in the preparation of the annual budgets for departments within the Division.

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4.7. Assists in the preparation of the Annual Operating Report (AOR), System Safety Program Plan (SSPP), and Transportation Disadvantaged Service Plan (TDSP), Operations Manual, Memorandum of Agreement (MOA), Drug and Alcohol, and various grants, reports, and contracts for the Transit Department.

Serves as the division's trainer for in-house software programs. Identify and mine data to be used in statistical reporting and improving efficiencies within the departments. Liaison between Community Service Division and Information Technologies to resolve issues, implement software applications/upgrades and improve efficiencies.

8. Prepares or assists in preparation of annual budgets for all departments within the division ensuring that the needs of the department are addressed, consistency between departments, and accuracy of detail is provided. Identifies areas of improvement where possible savings can be realized. Assists in the preparation of the annual budgets for departments within the Division.

5.9. Prepares and verifies payroll for departments within Division.

6. Prepares statistical analysis as needed.

40.

7-10. Regular attendance.

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MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office procedures.
- Knowledge of accounts receivable, accounts payable, and general ledger.
- Skill in operating computer and other office equipment.
- Ability to communicate effectively, both orally and in writing, to understand, issue, and carry out oral and written directions.
- Ability to maintain effective working relationships with the public and fellow employees.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Two (2) years experience in administration, clerical, or financial work.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Light lifting and carrying (up to 30 pounds).
- Walking
- Standing
- Kneeling

- Bending
- Must be able to sit for long periods of time and perform data entry.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment, with limited outside duties.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Rev. 10/07

FLSA Non Exempt Status

Employee Statement

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Signature

Date

BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

JOB TITLE: Librarian
DEPARTMENT: Library Services
DIVISION: Community Services

GENERAL DESCRIPTION:

Professional library work providing internal and external customers with assistance in finding information on a wide range of subjects utilizing a variety of library resources related to reference service, reader's advisory, research, and library instruction; selecting children's, young adult, and adult materials.

ESSENTIAL JOB FUNCTIONS:

1. Provides direct informational, reference, and reader's advisory services to the public. Interviews customers, in person, by mail, electronic means, or telephone to provide reference service to the public.
- 1-2. Instruct library patrons on the use of the online library catalog and databases, the Internet, and library equipment.
 2. ~~Provides direct informational, reference, and reader's advisory services to the public. Interviews customers, in person, by mail, electronic means, or telephone to determine the nature of inquiry and the appropriate, most likely resources for locating information requested.~~
3. ~~Uses the online catalog, databases and Internet to assist customers in finding library materials. Advises customers in the selection of reading materials and information sources pertaining to their needs. Provides information and referral to facilitate customer access to other community resources, libraries, and service agencies. Recommends websites for business, academic, and other information inquiries.~~
- 4-3. Troubleshoots library equipment. Diagnoses and reports equipment problems.
- 6-4. Evaluates library material using collection development criteria to determine usefulness of titles and updates or replaces titles. Surveys the collection to identify areas in which additional materials are needed. Evaluates damaged material to determine repair or replacement. Reviews new materials.
- 6-5. Develops, plans, and implements age-appropriate library programs for the general public and special groups on topics to meet community needs and interests. Includes setting goals and objectives, researching topic, planning for use of resources, materials preparation, and program presentation and evaluation. Plans, schedules, and presents library tours. Confers with teachers, parents, and community groups to plan and implement library programs.
6. Communicates and carries out policies, procedures, and established practices of the Sumter County Library System. Performs opening and closing duties and functions as lead worker in Library Supervisor's absence when required.
7. Serves on Library committees to develop policies and procedures.
8. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
9. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience with principles and methods of professional library services and library cooperation.

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Librarian

- Knowledge of a wide range of literature and the ability to share this knowledge.
- Knowledge of reader interests and the ability to recommend titles and assist library users in selecting age-appropriate materials.
- Skill with personal computers, including word-processing and spreadsheet software programs.
- Ability to work a flexible schedule which includes days, evenings, and weekends.
- Ability to function independently without constant direct supervision and use independent judgment to resolve customer concerns when appropriate.
- Ability to set priorities and meet multiple deadlines.
- Ability to conduct research and advanced search methodologies.
- Ability to remain calm in stressful situations and adapt to interruptions, changes, disorder, and shifting needs with losing efficiency, effectiveness, or composure.
- Ability to develop and present instruction, training, and programs for library users and groups.
- Ability to speak, read, write, and understand English and follow oral and written instructions.
- Ability to communicate clearly and concisely both orally and in writing with individuals or small groups.

EDUCATION AND EXPERIENCE:

- A Masters Degree in a Library Science program from a college or university accredited by the American Library Association
- Two-One (21) years public-library experience that includes customer service, program planning and implementation, and extensive use of computer technologies.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying (up to 50 pounds)
- Reaching
- Walking
- Standing
- Sitting
- Kneeling
- Bending
- Stooping
- Ability to sit at a desk and view a display screen for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Work in a climate controlled environment, primarily working with the public.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Revised 10/1/1140

FLSA Exempt Status

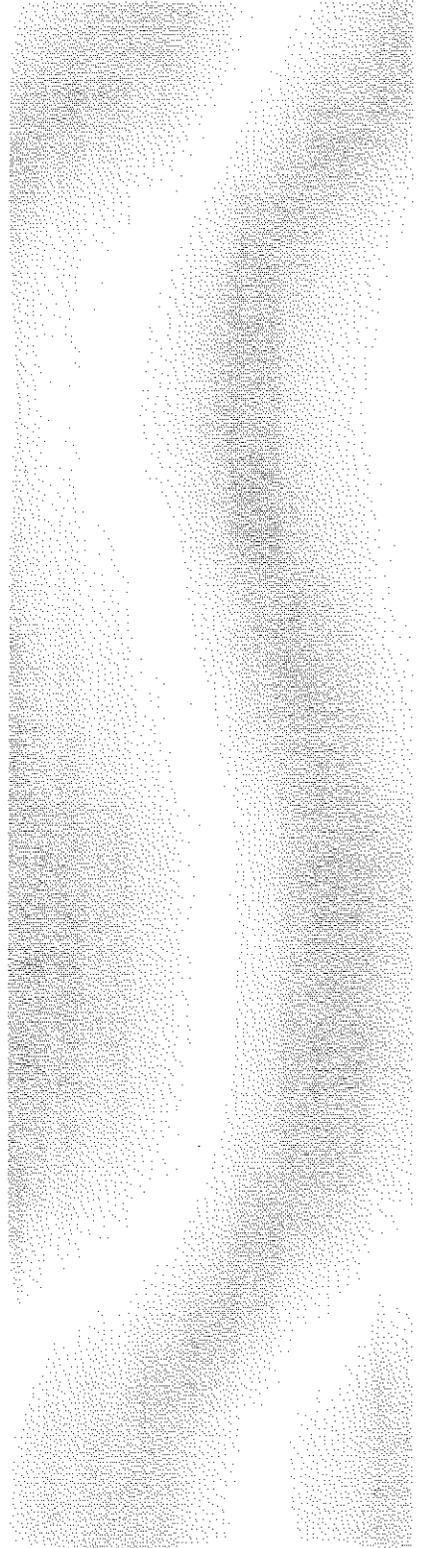
Employee Statement

Librarian

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Signature

Date



**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Library Assistant
DEPARTMENT: Library Services
DIVISION: Community Services

GENERAL DESCRIPTION:

Performs responsible—routine library clerical work including the circulation of library materials, the registration of library patrons, and the furnishing of information to library users. This position requires considerable contact with the public and general knowledge of library functions and services.

ESSENTIAL JOB FUNCTIONS:

1. Provides information on library programs and services, library circulation policies, fees, and fines.
2. Assists patrons with the use of the computer catalog.
3. Processes applications for library cards, checks library material in and out to reflect accurate patron records.
4. Performs opening and closing procedures as instructed by supervisor.
5. Accurately re-shelves library material, maintains correct shelf order of all items. Checks shelves for materials on hold or overdue.
6. Assists in planning and implementing library programming.
7. Accesses, inputs and retrieves information from a computer. Inputs various data into computer using word-processing based software and the Library Services materials database.
8. Gives information in person or by telephone to staff and the public, applying knowledge of rules, regulations and procedures of the assigned unit.
9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
8.
- 9.10. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic library materials and procedures.
- Knowledge of basic clerical methods and practices.
- Knowledge of keyboarding and computer data entry.
- Ability to work with the public of all ages in a courteous and respectful manner.

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Library Assistant

- Ability to read numbers and letters rapidly and accurately.
- Ability to sort and file alphabetically and numerically.
- Ability to learn computerized programs.
- Ability to communicate effectively, both orally and in writing, and to understand and carry out oral and written directions.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) year related experience or training.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate lifting and carrying (up to 50 pounds)
- Reaching
- Walking
- Standing
- Sitting
- Kneeling
- Bending
- Stooping
- Ability to sit at a desk and view a display screen for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Work in a climate controlled environment, primarily working with the public.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Reviewed 10/01/10₁

FLSA Non-Exempt Status

Employee Statement

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Signature

Date

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**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Library Services Manager

DEPARTMENT: Library Services

DIVISION: Community Services

GENERAL DESCRIPTION:

Highly responsible administrative and management work in directing and coordinating all phases of library services under the jurisdiction of the Board of County Commissioners.

ESSENTIAL JOB FUNCTIONS:

1. Serves as administrator for the Sumter County Library System.
2. Plans, organizes, directs and implements the operation and administration of branch libraries and bookmobile.
3. Functions as liaison and fosters cooperation between all governing agencies, local advisory boards and library staff.
4. Prepares applications and documentation to qualify and receive state, federal, and private assistance; administers all state, federal and private grants
5. Develops, implements and updates an annual plan of service and a single long range plan of service for the Sumter County Library System.
6. Responsible for Library Services budget preparation, maintenance and control. Prepares a single budget for library service to residents of participating local governments and organizations and administers the budget for the Sumter County Library System.
7. Develops system-wide policies and recommends policies to the Library Advisory Board for approval by the Board of County Commissioners.
8. Manages the integrated library system that provides system-wide access to materials, programs, and services; recruitment, selection, hiring, discipline, and retention of library personnel.
9. Prepares, evaluates, analyzes and maintains statistical/financial reports. Provides monthly and yearly reports reflecting the activities and statistics.
10. Develops a training program for library staff, advisory boards and others responsible for the provision of county-wide library service.
11. Develops and implements service programs consistent with the strategic plans and the purposes of the county library system.
12. Informs County Administration of changes in state and federal regulations and appropriations and local concerns affecting Library Services.
13. Serves as the State Division of Library and Information Service primary contact for the Sumter County Library System and prepares reports for the Division as required.

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Library Services Manager

14.13. Participates in professional activities to maintain knowledge of current trends in librarianship and related fields.

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15.14. Regular travel in the service area required.

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16.15. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties as assigned by immediate supervisor.

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17.16. Regular attendance.

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[These job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of public library governance, services and management including planning, budgeting and evaluation.
- Knowledge of Florida Library governance structure.
- Knowledge and experience with principles and methods of professional library services.
- Knowledge and Experience in developing and implementing administrative procedures and evaluating their effectiveness.
- Knowledge of principles and practices of library cooperation.
- Skill in the use of personal computers, including word-processing software and spreadsheet programs.
- Ability to motivate and supervise.
- Ability to develop and present training for staff, boards, and volunteers.
- Familiarity with personal computers, including word-processing software and spreadsheet programs.
- Knowledge of principles and practices of library cooperation.
- Ability to speak, read, write and understand English.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to type a minimum of 35 words per minute.

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EDUCATION AND EXPERIENCE:

- A Masters Degree in a Library Science program from a college or university accredited by the American Library Association
- Five (5) years of full-time professional experience at an administrative level to include a minimum of two (2) years of senior management in a public library
- Two (2) years of post MLS professional library experience is required.
- Professional experience within multi- site library systems and cooperative library systems is preferred.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- Valid Florida Driver's License, and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable hearing (with or without correction)

Library Services Manager

- Acceptable vision (with or without correction)
- Able to operate a motor vehicle.
- Must be able to communicate using speech, hearing and vision skills.

ENVIRONMENTAL CONDITIONS:

- Primarily works in a climate controlled office environment
- Some travel to other locations out-of-doors visiting County staff, public and field projects.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Revised 10/101

FLSA Exempt Status

Employee Statement

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Signature

Date

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Library Supervisor

DEPARTMENT: Library Services

DIVISION: Community Services

GENERAL DESCRIPTION:

Responsible for the day-to-day operation of a branch library; furnishes information to library users, Friends of the Library, and other entities; collection development; adult and children's programming; coordination of policy and procedure with Sumter County government and the Sumter County Library System (SCLS); and oversight of library building maintenance. This position requires considerable contact with the public. May perform duties of library staff as needed. Close contact is maintained with the SCLS Headquarters and with other branch libraries.

ESSENTIAL JOB FUNCTIONS:

1. Ensures the efficient and effective operation of the branch library, according to policy and procedure established by the Board of County Commissioners and the Library System.
2. Serves patrons in a courteous and professional manner.
3. Interviews, supervises, trains and evaluates library staff.
4. Recruits, trains, assigns and reviews the work of library staff and volunteers in the branch library, which includes establishing work schedules and instruction in day-to-day duties.
5. Keeps abreast of library policies and procedures; suggests procedural and program changes for the branch library.
6. Plans and presents adult and children's programs (i.e., summer reading and story time programs), book discussion groups, library tours, and other library-sponsored programs.
7. Develops and selects library materials for the branch; weeds the collection regularly of outdated/damaged materials.
8. Responds to patrons' reference questions; identifies and retrieves materials through library resources and effectively uses Inter and Intra Library loan services.
9. Compiles and submits monthly, yearly and other reports as requested.
10. Actively encourages and nurtures a strong Friends of the Library group through personal contact and distribution of information. Works cooperatively with other community groups.
11. Creates library displays and exhibitions.
12. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
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Library Supervisor

42.13. Regular attendance.

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[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of library materials and procedures
- Knowledge of local reader interests, books, and authors
- Skill in the use of the automated circulation system and other library equipment
- Skill in exercising courtesy, tact, and discretion in dealing with co-workers, patrons, and other agencies
- Ability to learn and to teach new library routines, rules, procedures and policies
- Ability to work with considerable independence and make sound decisions in the operation of the branch library
- Ability to supervise a team of employees and volunteers, conduct staff meetings, and prepare evaluations
- Ability to communicate effectively, both orally and in writing, and to understand and carry out oral and written directions
- Ability to establish and maintain effective working relationships with library staff, library patrons of all ages, local government officials, local community groups, and local Friends of the Library groups
- Ability to learn computerized routines interpret and apply rules and standards
- Ability to operate a computer keyboard, various library equipment and the fax machine
- Ability to communicate effectively, both orally and in writing
- Ability to prioritize, organize, plan and exercise initiative in a very fast-paced environment.

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EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma college or university with a
- Bachelor's degree in Library Science or closely related field
- equivalent and Two (2) years of related experience or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities
- Master's degree in Library/Information Science from an ALA accredited institution preferred.

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(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Sustained posture in a standing, walking, or seated position for prolonged periods of time;
- Exposure to computer equipment;
- Must be able to crouch, push, and lift at least 30 pounds;
- Must be able to sit and view computer display for extended periods of time.

Library Supervisor

ENVIRONMENTAL CONDITIONS

- Work in a climate controlled environment, primarily working with the public.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/1/10₁

Employee Statement

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Signature

Date

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Technical Services Assistant**

DEPARTMENT: **Library Services**

DIVISION: **Community Services**

GENERAL DESCRIPTION:

Performs technical computer entry including routine and difficult cataloging, copy cataloging and reclassification of all library materials in all formats (print and non-print) using MARC formats, AACR2, Dewey, and Library of Congress Subject Headings in a network web-oriented environment. Assists with coordination of centralized purchasing of office and operating supplies for all libraries within the system.

ESSENTIAL JOB FUNCTIONS:

1. Performs routine, difficult and complex cataloging and reclassification of all library materials, including original cataloging.
2. Performs copy cataloging of all print and non-print materials.
3. Assists the Technical Services Coordinator in the maintenance of the automated system, including statistical data.
4. Assists in maintaining the online catalog through revisions and updates.
5. Assists with the centralized purchasing and processing of all materials, office and operating supplies for the Library System
6. Assists with distribution of daily-, monthly, and annual reports for the Library System.
7. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties as assigned by immediate supervisor.
8. Regular attendance.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as assigned.)

MINIMUM QUALIFICATIONS:

- Knowledge of cataloging principles and procedures including AACR2 (Anglo-American Cataloging Rules, Revised), Dewey Decimal Classification, Library of Congress Subject Headings, MARC formats (Machine Readable Cataloging), Cataloging of print and non print materials.
- Knowledge in application of technology to technical services.
- Ability to use computer and network applications in libraries.
- Ability to use an online cataloging system.
- Ability to use network applications in libraries.
- Ability to work cooperatively with diverse staff in branch and member libraries.
- Ability to work with and communicate effectively with the general public, and vendors, or other business professionals by telephone and in person.

Technical Services Assistant

- Ability to communicate both orally and in writing, and to understand and carry out oral and written directions.
- Ability to utilize tact and deal effectively with the general public, library staff and supervisory personnel, ~~under difficult or stressful situations.~~
- Ability to prioritize, organize, exercise initiative, independent judgment and to work with only moderate supervision to accomplish assigned duties in a very fast-paced environment.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Associates Degree preferred
- One (1) year experience with a library consortium or cooperative library services.

(A comparable amount of training, education or experience may be considered for the above minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Must be able to carry 30 lbs.
- Must be able to bend and squat.
- Must be able to sit and view computer display for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Primarily works inside in an office environment, with limited outside duties.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Revised 10/01/101

FLSA Non-Exempt Status

Employee Statement

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Signature

Date

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Technical Services Coordinator**

DEPARTMENT: **Library Services**

DIVISION: **Community Services**

GENERAL DESCRIPTION:

Responsible for the technical services operations of Library Services to accomplish the cataloging, processing and distribution of all materials for the library system. Directly supervises technical services support staff. Serves as automated systems support coordinator , and works directly with Information Technology.

ESSENTIAL JOB FUNCTIONS:

1. Develops, processes and implements activities related to technical services, including cataloging and reclassification, receipt, processing and distribution of all library materials; holds and interlibrary loans; and all related functions.
2. Oversees enhancement of library cataloging practices and procedures.
3. Responsible for efficiency of the Integrated Library System: maintains authority records, quality control of online catalog data input, and revisions and upgrades to the database. Performs automated system trouble-shooting procedures. Functions as liaison with the vendor for the optimum operation of the integrated library system.
4. Assists the Library Services Manager in the development and management of the department's Technology Plan.
5. Trains, supervises and evaluates the Technical Services support staff.
6. Trains all Library Services staff and volunteers on the use of the Integrated Library System for circulation functions.
7. Assists with specific aspects of library acquisitions.
8. Prepares documentation and reports.
9. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties as assigned by immediate supervisor
10. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of technical services program development and implementation, including cataloging principles and procedures.
- Knowledge of principles, theories and concepts of library science.

Technical Services Coordinator

- Knowledge of contemporary concepts and principles of library technical service practices.
- Ability to plan, direct and train staff in the work of library services.
- Knowledge in application of technology to technical services.
- Ability to use an online cataloging system.
- Knowledge in computer skills; automation systems; the Internet; and software applications.
- Ability to communicate effectively, both orally and in writing, and to understand issues and carry out oral and written directions.
- Ability to serve the public with courtesy, tact, and diplomacy.
- Ability to maintain fiscal and administrative records and to prepare reports.
- Ability to prioritize, organize, exercise initiative, meet deadlines, and work effectively under limited supervision in a fast-paced environment.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor's degree in Library Science or closely related field.
- Three (3) years of Library and Supervisory experience within the last five (5) years.
- Two (2) years experience in cataloging and use of an integrated library system.
- Master's degree in Library/Information Science from an ALA accredited institution preferred.
- ALA-accredited MLS degree or any combination of course work in library science or closely related field;
- Library and supervisory experience, or training that equals three (3) years within the last five (5) years.
- Experience in cataloging and use of an integrated library system is required.

[A comparable amount of training, education or experience may be considered for the above minimum qualifications.]

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida driver's license and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction).
- Acceptable hearing (with or without correction).
- Moderate pushing, lifting and carrying (up to 50 pounds).
- Reaching
- Walking
- Standing
- Sitting
- Kneeling
- Bending
- Stooping
- Crouching
- Ability to sit at a desk and view a display screen for extended periods of time.

ENVIRONMENTAL CONDITONS:

- Primarily works inside in a climate controlled environment; travel to other locations several times a week.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Technical Services Coordinator

Revised 10/1/10₁

Employee Statement

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Signature

Date

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: Veterans Services Office Manager

DEPARTMENT: Veterans Services

DIVISION: Community Services

GENERAL DESCRIPTION:

Highly responsible for the efficient and effective management and daily operation of the Veterans Services Office (VSO) to ensure services are delivered to veterans, their dependents and widows/widowers. Duties also include the management of public assistance programs.

ESSENTIAL JOB FUNCTIONS:

1. Renders service to veterans and their dependents in preparing and filing claim forms.
2. Coordinates the hospital needs and medical care of veterans with hospitals and clinics.
3. Confers with representatives of various Federal, State and local agencies on matters related to veterans' benefits.
4. Performs public relations responsibilities by speaking at various civic and veteran's organizations.
5. Assists other veteran's organizations service officers and post commanders.
6. Performs legislative liaison responsibilities as requested by county or Congressional representatives.
7. Directs and supervises Veterans Services VSO departmental activities, functions, and personnel. Evaluates the work of staff within the department. Prepares and monitors the department's budget. Prepares activity and statistical reports concerning the operations of the department. Makes presentations and recommendations to the division director, advisory councils, Federal, State, and other agencies
8. Prepares activity reports and budget.
9. Contacts employers relative to employment opportunities for veterans or to direct the veteran to the proper agency.
10. Interprets State and Federal laws on veterans' benefits to determine eligibility.
11. Assists in the administration of public assistance programs as directed.
12. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of laws, rules, regulations, State and Federal statutes relating to veterans' affairs and public assistance programs.

Veterans Services Officer Manager

- Knowledge of modern principles and practices of administration and organization including general budgeting, accounting and personnel techniques and management principles and practices.
- Knowledge of interviewing and counseling techniques.
- Ability to exercise good judgment in counseling and assisting in the solution of veterans' problems.
- Ability to supervise people.
- Ability to interview, counsel and assist clients in preparation of claims.
- Ability to determine priorities, assign work and follow through for proper completion.
- Ability to communicate both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, veterans, their dependents, civic groups and the general public.

EDUCATION AND EXPERIENCE:

- Florida Statutes Section 292.11 requires, at a minimum, that this position be filled by a veteran who served as a member of the Armed Forces of the United States during a period of war, as defined in Title 38, USC; who served at least 18 months of active duty; and who was separated from such service under honorable conditions, or the surviving spouse of such a veteran.
- Any honorably discharged wartime veteran who was so discharged for service-connected or aggravated medical reasons before serving 18 months of active duty; who completed a tour of duty other than active duty for training, regardless of the length of the tour; or who satisfied his/her military obligation in a manner other than active duty for training or reserve duty shall be eligible for employment.
- A ~~two~~(2) four (4)-year degree from an accredited college and four (4) years administrative experience.
- Two (2) years social work or counseling with veterans.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications. No exceptions can be made for the Florida Statutes.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must be certified by the Department of Veterans' Affairs, or attend the next available certification course offered by the department and become certified within 90 days of employment.
- Maintain certification as required by FS Section 292.11.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Generally works inside in an office environment involving some travel to homes and meeting places.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/11

Employee Statement

Veterans Services Officer Manager

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Signature

Date

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**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Veterans Services Officer**

DEPARTMENT: **Veterans Services**

DIVISION: **Community Services**

GENERAL DESCRIPTION:

Assist the ~~Veterans Services Office~~ Manager of the Veterans Services Office (VSO) in overseeing the efficient and effective management and daily operation of the ~~Veterans Services Office~~ VSO to ensure services are delivered to veterans, their dependents and widows/widowers. Duties also include the management of public assistance programs.

ESSENTIAL JOB FUNCTIONS:

1. Renders service to veterans and their dependents in preparing and filing claim forms, and legal briefs for appeals.
2. Coordinates the hospital needs and medical care of veterans with hospitals and clinics.
3. Confers with representatives of various Federal, State and local agencies on matters related to veterans' benefits as directed.
4. Performs public relations responsibilities by speaking at various civic and veteran's organizations as directed.
5. Assists other veteran's organizations service officers and post commanders as directed.
6. Performs legislative liaison responsibilities as requested by county or Congressional representatives as directed.
7. Assists in the supervision of staff, development of activity reports and preparation of budgets, ~~and in the preparation of, and budget and~~ and serves in an acting management role in the absence of the Manager.
8. Contacts employers relative to employment opportunities for veterans or to direct the veteran to the proper agency.
9. Interprets State and Federal laws on veterans' benefits to determine eligibility.
10. Assist in the administration of public assistance programs as directed by the ~~veteran service office~~ VSO ~~m~~Manager.
11. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of laws, rules, regulations, State and Federal statutes relating to veterans' affairs and public assistance programs.
- Knowledge of modern principles and practices of administration and organization including general budgeting, accounting and personnel techniques and management principles and practices.
- Knowledge of interviewing and counseling techniques.
- Ability to exercise good judgment in counseling and assisting in the solution of veterans' problems.
- Ability to supervise people.
- Ability to interview, counsel and assist clients in preparation of claims.
- Ability to determine priorities, assign work and follow through for proper completion.
- Ability to communicate both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, veterans, their dependents, civic groups and the general public.

EDUCATION AND EXPERIENCE:

- Florida Statutes Section 292.11 requires, at a minimum, that this position be filled by a veteran who served as a member of the Armed Forces of the United States during a period of war, as defined in Title 38, USC; who served at least 18 months of active duty; and who was separated from such service under honorable conditions, or the surviving spouse of such a veteran.
- Any honorably discharged wartime veteran who was so discharged for service-connected or aggravated medical reasons before serving 18 months of active duty; who completed a tour of duty other than active duty for training, regardless of the length of the tour; or who satisfied his/her military obligation in a manner other than active duty for training or reserve duty shall be eligible for employment.
- A ~~two (2)~~ four (4)-year degree from an accredited college and four (4) years administrative experience.
- Two (2) years social work or counseling with veterans.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications. No exceptions can be made for the Florida Statutes.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Must be certified by the Department of Veterans' Affairs, or attend the next available certification course offered by the Department and become certified within ninety (90) days of employment.
- Maintain certification as required by FS Section 292.11.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Generally works inside in an office environment involving some travel to homes and meeting places.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Veterans Services Officer

Revised ~~10/1/10~~ 10/01/11

Employee Statement

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Signature

Date

BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION

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JOB TITLE: Youth Services Coordinator

DEPARTMENT: Library Services

DIVISION: Community Services

GENERAL DESCRIPTION:

Responsible for planning, coordinating, directing, and implementing programs of service to children and their families; provides support to those working with youth; develops and proposes service programming, policies and procedures; monitors the quality and effectiveness of existing programs and practices; and maintains close contact with all Sumter County Library System (SCLS) staff involved with children's collections and services to ensure administration of quality service.

ESSENTIAL JOB FUNCTIONS:

1. Supervises library assistants, volunteers and program workers involved in Youth Services. Provides general information, advice, support, training and development to all staff working with youth and their families to ensure the administration of quality services.
2. Develops, proposes and implements activities related to youth services, including materials selection and collection development, policies and procedures, Summer Reading Program and other special programs. Prepares related progress reports, compiles, tabulates, analyzes statistics, and submits recommendations to the Library Services Manager for new and revised programs of service.
3. Examines, interprets and anticipates community needs to develop collections, programs and services for the youth population.
4. Promotes and publicizes programs and events for children and their families; consult with staff on effective promotional activities, and coordinate the representation of events for children and families.
5. Actively pursues funding opportunities for library youth services, and assists in the application and administration of grants to support special projects or programs for the Library Services Department.
6. Assists in developing the Library Services Department budget and expenditure of funds for youth services.
- 6.7. Analyzes book and media collections in order to maintain an accurate information resources that is responsive to exhibited user demand.
- 7.8. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to perform reasonable duties as assigned by immediate supervisor.
- 8.9. Regular attendance.

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[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

Youth Services Coordinator

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of children's services program development and implementation, including materials selection, collection development and public-community needs.
- Knowledge of principles, theories and concepts of library science.
- Basic knowledge of contemporary concepts and principles of library youth services practices, including emergent and family literacy.
- Knowledge in computer skills, automation systems, and the Internet.
- Knowledge of early childhood development, including language and brain development.
- Knowledge of books, authors, and reader interest levels, specifically materials for children and young adults.
- Ability to organize work, set priorities, use time effectively, work independently, work well under pressure, and meet deadlines.
- Ability to effectively communicate orally and in writing.
- Ability to plan, direct and coordinate the work of staff and volunteers.
- Ability to serve the public with friendliness, tact, and diplomacy.
- Ability to maintain fiscal and administrative records and to prepare reports.

EDUCATION AND EXPERIENCE:

- ALA-accredited MLS degree or any combination of course work in library science or closely related field;
- Library and supervisory experience; or training that equals three (3) years within the last five (5) years.
- Experience in direct delivery of youth services and programming activities is required, working with children and conducting programming is required.

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's license and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Moderate pushing, lifting and carrying (up to 50 pounds)
- Reaching
- Walking
- Standing
- Sitting
- Kneeling
- Bending
- Stooping
- Crouching
- Ability to sit at a desk and view a display screen for extended periods of time.
- May work in an area accessible only by stairs

ENVIRONMENTAL CONDITIONS

- Primarily works in a climate controlled environment; travel to other locations several times a week.

Youth Services Coordinator

FLSA Exempt Status

Revised 10/1/01

Employee Statement

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Signature

Date