

Job Description

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Master's degree in Library Science, Education, Political Science or relevant field of study; three (3) years of experience using popular software programs with demonstrated ability to learn new technology; three (3) years of experience providing customer service in a library educational or public service environment; and a valid **driver's license with an acceptable driving record**.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Two (2) years of experience creating and presenting age appropriate programs or workshops.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Lifting weight (specify): 40 lbs.

Excessive standing and/walking: 25% of the time.

Shift work: Mornings, Afternoons, Evenings and Weekends.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.