

## **TOWN OF ROCKY HILL JOB POSTING**

**(This is an advertisement. Please contact Human Resources for a detailed job description.)**

### **CORA J. BELDEN LIBRARY**

#### **Library Assistant**

The Town of Rocky Hill is seeking qualified applicants to fill a full-time (35 hour per week) opening as a Library Assistant at the Cora J. Belden Library working in both the Adult and Children's areas. The Library is looking for individuals who have exceptional customer service skills and stellar interpersonal communication. For a detailed list of required qualifications and job duties, please see the job description (see below) and note that ideal applicants must possess the following qualifications:

- Flexibility, adaptability, and an ability to quickly adopt improvements in technology;
- Ability to work evenings and Saturdays;
- Working knowledge of Microsoft Office Suite;
- Demonstrated success in creating and maintaining professional working relationships with the public, co-workers, and other stakeholders; and
- Previous Library experience with the Sierra Integrated Library System is a plus.

This position is part of the AFSCME Local 1303-112 Union contract. Salary: \$ 23.25/hour and hours will be in accordance with the Union contract which can be viewed online at:

[http://www.rockyhillct.gov/AFSCME\\_Contract.pdf](http://www.rockyhillct.gov/AFSCME_Contract.pdf).

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which clearly demonstrates how the applicant meets the qualifications; and 3) A completed Town of Rocky Hill Application for Employment – Current employees may use the Internal Application for Employment form (attached above). All application materials must be submitted via email to Camille Gilbert ([hrdept@rockyhillct.gov](mailto:hrdept@rockyhillct.gov)) no later than 4:30 p.m. on June 15, 2016.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill  
Job Description**

**POSITION:** Library Assistant  
**DEPARTMENT:** Library  
**REPORTS TO:** Supervision received from professional staff.  
**SUPERVISES:** N/A  
**BARGAINING UNIT:** AFSCME Local 1303-112

**General Statement of Duties:**

Performs general clerical work in issuing and receiving library books and materials, and assisting patrons in using library services and facilities.

**Examples of Duties:**

1. Receives oral or written instructions from supervisor.
2. Plans work according to established procedure.
3. Prioritizes tasks within work assignment.
4. Handles patrons' records, billing, and charges, or circulation statistics.
5. Greets visitors to library.
6. Assists library patrons in use of reference materials.
7. Responds to requests for information and assistance, or refers inquiries to professional staff.
8. Charges and discharges library books, materials, and equipment.
9. Inspects returned books, materials, and equipment for damage.
10. Follows prescribed routine in receiving compensation for overdue, damaged, or lost library items.
11. Sorts and shelves books and periodicals.
12. Returns equipment to storage.
13. Assists persons in applying for library membership.
14. Processes membership applications.
15. Enters and retrieves member and circulation information by computer terminal in a computerized circulation system (CirCess).
16. Types cards, lists, and other information.
17. Reports work accomplished to supervisor.
18. Performs special projects, as assigned.

**Minimum Qualifications, Knowledge, Skill & Ability:**

1. The skills and knowledge required would generally be acquired with a high school education with some experience in general office work, or any equivalent combination of experience and training.
2. Some knowledge of basic office procedures, including filing, scheduling, posting, and basic recordkeeping.
3. Some ability to follow written and oral instructions.

4. Some ability to acquire a working knowledge of regulations and procedures pertaining to library responsibilities.
5. Some ability to type accurately.
6. Some ability to acquire skills to operate data processing equipment.
7. Some ability to maintain accurate files and records.
8. Good ability to deal cooperatively with others.

Note: The above job description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.