

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

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

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

#### **Substitute Reference Librarian or Substitute Library Assistant**

The Town of Rocky Hill is seeking qualified applicants to fill substitute positions as a Reference Librarian or as a Library Assistant at the Cora J. Belden Library. Positions average 6-10 hours a month. The Library is looking for individuals who have exceptional customer service skills and stellar interpersonal communication. Ideal applicants must possess the following qualifications:

- Flexibility, adaptability, and an ability to quickly adopt improvements in technology;
- Ability to work daytime, evening and/or weekend hours; 1 Saturday or Sunday minimum a month required. Hours are mostly substitute hours but potential for regular shift schedule may exist in near future.
- Demonstrated success in creating and maintaining professional working relationships with the public, co-workers, and other stakeholders;
- Ability to work in a fast-paced environment while managing multiple competing deadlines; and
- Previous Library experience is a plus for Library Assistants. Requirement for a Reference Librarian.
- Substitute Reference Librarian position requires a Master's of Library and Information Science.
- Experience working with young children or technology a plus.

Salary for the Library Assistant is \$14.43/hour. Salary for the Reference Librarian is \$23.46/hour.

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 as well as a listing of hours available to substitute; and 3) A completed application. All application materials must be submitted via email to Camille Gilbert ([cgilbert@rockyhillct.gov](mailto:cgilbert@rockyhillct.gov)). Applications will be accepted until positions are filled.

The Town of Rocky Hill is an EEO/AA Employer.