

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see page 2 for a detailed job description.)

CORA J. BELDEN LIBRARY

Substitute Part Time Library Assistants

The Town of Rocky Hill's Cora J. Belden Library has openings for part time Library Assistants for some Saturday (10am-5pm) rotation hours in the fall. Some possibilities of additional weekday and/or evening substitute hours this summer and fall. Prior work with young children and/or proven track record with assisting with library programming required. Strong knowledge of library work, excellent customer service ethic and technology skills needed. Please view the job description online: www.rockyhillct.gov/hr

The position is a non-bargaining unit position and has no fixed schedule. Salary is \$15 per hour. Interested applicants must submit each of the following: 1) A resume; (2) A letter of interest; and (3) A completed Town of Rocky Hill application. Please submit all application materials to Mary Hogan (cora@rockyhillct.gov) via electronic mail. Applications will be accepted until the position is filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

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: CORA J. BELDEN LIBRARY
REPORTS TO: SUPERVISION RECEIVED FROM PROFESSIONAL STAFF
SUPERVISES: NONE
BARGAINING UNIT: NON-BARGAINING

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.