

**Town of Old Saybrook, Connecticut
Position Description**

Title:	Library Assistant I	Grade: 4 30 hours
Department:	Acton Public Library	\$14.40 - \$15.57
Date:	November 2020	Steps: 1-5

POSITION SUMMARY: The Library Assistant I performs a variety of paraprofessional library duties. The person draws on his/her experience to work with a team of staff to provide outstanding service to the community of Old Saybrook. The Library Assistant I is customer-focused, collaborative, tech savvy, and helps ensure the delivery of quality results.

SUPERVISION RECEIVED: Head of Circulation, Assistant Director, and Library Director.

SUPERVISION EXERCISED: None.

PRIMARY DUTIES:

- Provide direct public service to patrons (e.g. in-person, or by phone, email)
- Provide general information to users regarding the library's policies, procedures, and services;
- Answer ready-reference and/or readers advisory requests, provide general research and technology assistance;
- Perform circulation functions (e.g. check in/out, collection of fines and fees, library card registration);
- Participate in collection maintenance in assigned areas;
- May provide logistical and technical support for programs, classes, or events;
- Provide a variety of library services (e.g. minor book repair, interlibrary-loan);
- Assist with the outreach, marketing, and merchandising activities of the library;
- Under the direction of the Head of Circulation or designee may assist with the coordination of workflow and training of other staff and volunteers;
- Attend meetings and participate in relevant organizations, committees, etc.;
- May work on special projects;
- Perform other duties as required or other tasks/assignments as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated ability to establish rapport with diverse public and to deliver excellent customer service;
- Successfully demonstrated experience working in a fast-paced environment while meeting deadlines;
- Strong written, verbal, interpersonal, and presentation skills;

- Successfully demonstrated ability to follow written or oral directions and work well independently and as part of a team;
- Strong aptitude for continued learning;
- Successfully demonstrated reliability, flexibility, and initiative;
- Strong computer skills.

REQUIRED QUALIFICATIONS:

High school diploma and two (2) years public library experience. Valid Driver's License is required. Must be flexible to include evenings and weekends.

PREFERRED QUALIFICATIONS: Knowledge of resources, materials, and literature relevant to the library collection. Knowledge of and demonstrated experience with library related technology.

Physical and Mental Requirements/Work Environment:

Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all inclusive and may be supplemented as necessary.

- Ability to get from one location in the library to other locations within or outside the library
- Ability to stand for long periods of time
- Ability to sit for long periods of time
- Ability to perform manipulative skills such as writing, collating, using a keyboard with speed and accuracy for long periods of time
- Ability to see and read text, numbers, data, charts, diagrams, and information closely
- Ability to read text, numbers, data, charts, diagrams, and information from a computer monitor
- Ability to hear normal sounds with background noise in person or when using a telephone
- Ability to understand verbal communication and communicate through speech
- Ability to communicate effectively in oral and written form
- Ability to maintain files and records and to make mathematical calculations using a calculator
- Ability to reach, bend, stoop, kneel, crawl, and crouch
- Ability to push, pull, and lift an object that weighs up to 30 pounds
- Ability to push, pull, maneuver, and steer fully loaded book trucks which can hold objects in excess of 100 pounds
- Ability to concentrate on details, issues, and assignments with interruption, pressure and changing priorities
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned
- Ability to use knowledge and reasoning to solve problems
- Ability to distinguish between public and confidential information and handle each appropriately
- Ability to learn and apply new information, technology, and legislation applicable to library services, activities, and workflows
- Ability to maintain an even temper while providing service to the public
- Works in a public library and office setting subject to interruption, heavy traffic flow, and heavy work volume expectations
- May be exposed to dust and electro-magnetic radiation
- Ability to work a schedule which includes evening and weekend work, as well as occasional coverage of shifts for other employees as required by illness or vacation

SALARY/HOURS: This is a 30 hour per week, part-time position with varied hours, including evenings and weekends. It is a Wage Grade 4, hourly position under the collective bargaining agreement between the Town of Old Saybrook and Local 1303-278 of council #4 (AFSCME).

License or Certificate: None

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. Persons holding the position prior to March 18, 2018 will be grandfathered under the prior job description.

If interested, please complete the Town's employment application and submit with your resume to: Carl P. Fortuna, First Selectman, 302 Main Street, Old Saybrook, CT 06475 or email a response to leeann.palladino@oldsaybrookct.gov.

Deadline: November 19, 2020