

TOWN OF LEDYARD

CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, CT 06339

NOTICE OF JOB OPENING

I. TITLE: Library Assistant

II. NATURE OF EMPLOYMENT:

Hours/Per Week: 10-18*

Rate: \$12.72/hr.

A. Permanent X

D. Temporary

B. Full-time

E. Part-Time X

C. Seasonal

F. Benefits

III. POSITION DESCRIPTION (See Attached)

IV. CLOSING DATE FOR RECEIVING APPLICATIONS: June 24, 2019

V. WHOM TO CONTACT: A. FOR APPLICATION FORM
Lisa Murno, Elaine Steele


B. FOR RETURNING APPLICATIONS
Gale Bradbury (Bill Library)

VI. ISSUING PARTY: Donald Steinhoff, Director of Human Resources

VII. POSTING DATE: May 30, 2019

**Qualified disabled persons who with reasonable accommodation, can perform the essential functions of the job in question are invited to apply.

Not valid unless signed by the individuals below:

Approved by: 

Director of Human Resource

Posted by: 

Director of Finance

**TOWN OF LEDYARD
LIBRARY ASSISTANT**

GENERAL STATEMENT OF DUTIES:

Provide assistance to the public at the library circulation desk and by telephone.

SUPERVISION RECEIVED:

The Library Assistant is supervised by an Assistant Librarian, and also by a Library Assistant I in the Assistant Librarian's absence.

ESSENTIAL JOB FUNCTIONS:

- Be available to greet and serve patrons as they come into the library
- Understand and use the library's computerized circulation system: To check books, magazines and other library materials out to patrons, and discharge returned materials, Place holds and renew materials as needed for patrons, register new patrons in the system, update expired cards and make changes as needed, collect fines and fees for overdue materials, clearing them from the patron's record as necessary and assist with check in of materials from other libraries.
- Answer the telephone and provide routine information or refer and transfer calls
- Answer directional, policy and procedural questions of library patrons
- Refer reference and informational questions as well as questions on the use of library materials to reference librarians
- Assist patrons in the operation of photocopiers and printers and resupply with paper and toner as needed
- Notify patrons when an item has come in for them
- Shelf materials when necessary and shelf read assigned collections

ADDITIONAL DUTIES:

- Assist with library programs
- Provide assistance and instruction in the use of the online catalog
- Assist with monitoring the behavior and conduct of patrons in the library
- Perform routine catalog maintenance and book processing such as deleting holdings in the computer, or attaching labels to DVD's
- May be asked to assist patrons with basic computer questions
- Assist with opening and closing procedures
- Other duties as required

*****The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. *****

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Knowledge of basic computer functions

Knowledge of basic library materials

Ability to deal with the public in a professional and courteous manner

Ability to understand and follow written and oral instruction

Ability to pay attention to detail

Ability to establish and maintain effective working relationships with co-workers

Education, Experience and Training:

A high school diploma or equivalent is required. Previous work experience indicative of ability to work independently on support staff functions requiring many skills a plus.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with a disability to perform the essential functions.

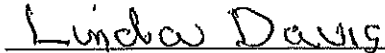
While performing the duties of this job, the employee is frequently required to: talk, sit, bend, stoop or crouch, bend, twist, use hands, fingers, wrists or perform repetitive motion; handle/feel objects or controls, and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, lift and/or move up to 25 pounds. Must maintain continuous visual acuity including close vision and ability to focus, and hand-eye coordination. Employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations.

*****This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. *****

Adopted by Ledyard Town Council on December 13, 2017

Rev. 6.2017


Linda Davis, Chairman