

Part Time Public Service Associates

The New Milford Public Library is looking for two enthusiastic library advocates to join our staff as Part Time Public Services Associates in our newly remodeled building on a busy Town Green.

As the first contact for patrons, we count on Public Service Associates to exhibit a positive attitude and to provide friendly, efficient, accurate service. Successful candidates must enjoy working with the public; be self-motivated and comfortable with computers/technology; have excellent communication skills; be avid readers; and be able to work collaboratively with other team members.

Hours and schedules vary, but both positions include regular weekend and/or evening hours and require some flexibility in scheduling. Salary: \$16.00/hr. Prior library experience and a Bachelor's Degree preferred. Fluency in Spanish a plus.

Interested and qualified candidates should send a resume and cover letter along with a completed Town of New Milford employment application to: Greg Bollaro, Personnel Director, Town of New Milford, 10 Main Street, New Milford, CT 06776 or gbollaro@newmilford.org.

NEW MILFORD PUBLIC LIBRARY

P/T PUBLIC SERVICES ASSOCIATE

JOB SUMMARY

Department: Public Services

Schedule: Part time; less than 30 hours per week, Saturdays, Sundays, and evenings are required as needed on regular schedule. Additional off-schedule hours required.

Salary: Set at beginning of fiscal year

Employment status: Non-exempt, hourly

GENERAL STATEMENT OF DUTIES

Operates the integrated library system for the purpose of circulating library materials. Assists patrons with general questions and functions at Circulation Desk. Assists the Public Services Librarian with projects as needed.

SUPERVISION RECEIVED

Works under the direction of the Public Services Librarian and, in that person's absence, under the direction of the Public Services Assistant.

MAJOR DUTIES

Charges and discharges library materials

Registers new patrons, updates expired cards

Collects fines and other billed amounts

Updates financial records of patrons

Assists patrons in filling out various forms including but not limited to registration, reserves, and purchase requests

Provides directional, referral, and readers' advisory information in response to patron inquiries

Places holds on materials available in local consortium

Maintains an active awareness of current library services

Processes incoming interlibrary loan as assigned

Contacts patrons regarding overdue materials

Provides customer service with a goal of excellence

Individuals will be cross-trained in the Adult, Children's/Teen Departments

MINOR DUTIES

Provides circulation policy information in response to patron inquiries
Assists in the maintenance of shelves in the adult collection as directed
Assists patrons with public use equipment
Evaluates materials when returned for possible repairs
Processes electronic pre-due, overdue and lost notices
Maintains necessary department statistics
Works on other duties as required

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

REQUIREMENTS AND QUALIFICATION

Knowledge and Ability:

Ability to learn Windows or other graphical interface applications
Ability to learn and use all functions of an integrated library system
Ability to maintain a pleasant and professional demeanor at all times when dealing with a demanding public
Ability to organize and prioritize work
Ability to perform detailed work with consistency and accuracy
Ability to work with minimum supervision
Excellent communications skills
Ability to lift and carry documents, office equipment weighing up to 20 pounds and books on and off site
Ability to sit at a desk or stand and work continually for extended periods of time while performing job functions, including repetitive computer work
Ability to reach 6 feet high to obtain books, materials
Fluency in Spanish and/or Portuguese a plus

Education:

Some college required
Bachelor's degree preferred
Experience in public library preferred

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Approved by Library Board of Trustees: 2/26/2014

Revised by Library Personnel Committee: 10/27/2021: