



Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Public Services Assistant

Salary Group: Exempt

Department: Public Library

Non-union

Full-time (40 hours per week); some evenings and at least one Saturday

Job Summary:

- Assists Public Services Librarian in operation and supervision of main desk.
- Manages Volunteer Program.
- Assists Public Services Librarian with Reader's Advisory.
- May assist Public Services Librarian with Adult Programming including book clubs.

Supervision Received:

- Works under the direction of the Public Services Librarian.

Essential Job Functions:

- Fully understands all aspects of the integrated library system.
- Supervises all aspects of main desk activities and performs administrative duties as necessary in the absence of the Public Services Librarian.
- Manages a Volunteer Program and Community Service volunteers for the entire library which includes selection, training, scheduling, and evaluating these volunteers.
- Assists the Public Services Librarian in promoting library and community resources using displays, brochures, and media presentations.
- Manages patron holds/reserves.
- Maintains an up-to-date manual of procedures associated with this position.
- Provides customer service with a goal of excellence.
- Provides circulation policy, directional and referral information in response to patron inquiries.
- Assists in the maintenance of shelves in the adult collection as directed.
- Assists patrons with public use equipment.
- Manages 'lost and found' and main desk supplies.
- Manages scheduling of Display Case and Display table.
- Performs other duties as required.
- Maintains organization of public areas of the library under the direction of the Public Services Librarian.

Knowledge, Skills and Abilities:

- Ability to learn Windows or other graphical interface applications.
- Ability to learn and use all functions of an integrated library system.
- Ability to work with a demanding public.
- Ability to organize and prioritize work.

- Ability to work with minimum supervision.
- Excellent organizational and communications skills.
- 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 lift and carry documents, office equipment weighing up to 20 pounds and books on and off site.
- Ability to reach 6 feet high to obtain books, materials.

Education, Training and Experience:

- College degree required.
- Experience in public library preferred.
- Veterans preferred.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

Approved by Board of Trustees: 2/26/14
Format updated by Personnel 1/29/2024

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Frequency:	N	O	F	C	Frequency:				N	O	F	C
Physical Demands:					Depth Perception							X
Standing				X	Color Distinction							X
Walking				X	Peripheral Vision							X
Sitting		X			Driving					X		
Lifting		X			Physical Strength:							
Carrying		X			Little Physical Effort (-10 lbs.)						X	
Pushing		X			Light Work (-20 lbs.)					X		
Pulling		X			Medium Work (20-50 lbs.)					X		
Climbing		X			Heavy Work (50-100 lbs.)					X		
Balancing		X			Very Heavy Work (100+ lbs.)				X			
Stooping		X			Environmental Conditions:							
Kneeling		X			Cold (50 degrees F or less)					X		
Crouching		X			Heat (90 degrees F or more)					X		
Crawling		X			Temperature Changes						X	
Reaching			X		Wetness					X		
Handling			X		Humidity					X		
Grasping			X		Extreme Noise or Vibration					X		
Twisting			X		Exposure to Chemicals					X		
Feeling			X		Exposure to Gases and Fumes					X		
Talking			X		Exposure to Unpleasant Odors					X		
Hearing				X	Exposure to bodily fluids					X		
Repetitive Motion			X		Exposure to dampness					X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area					X		
Visual Acuity/Near				X	Mechanical Hazards					X		
Visual Acuity/Far				X	Physical danger					X		

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.

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.