

Job Ad - Part Time Children's & Teen Services Associates – October 2021

The New Milford Public Library has a number of openings for Part/Time Children's & Teen Services Associates. If you are enthusiastic about working with young people and their caregivers, passionate about reading and libraries, and comfortable working on a computer, please consider joining our dynamic professional team. As the frontline contact in the Children's and Teen departments, you will be responsible for providing exceptional service in a friendly, welcoming environment.

Duties include: assisting at service desks, promoting library books and services to children, teens, and caregivers; assisting with program planning, preparation, and execution; and helping to maintain juvenile collections.

The New Milford Public Library is located in a historic building on a lively Town green that hosts farmers' markets and frequent activities and festivals. We are currently under construction with plans to re-open our beautifully remodeled space to the public in January of 2022. Our updated, larger building includes all-new unique spaces for children and for teens.

Hours and schedules vary, but all positions include regular weekend and/or evening hours and require some flexibility in scheduling. Salary: \$16.00/ hr. A Bachelor's Degree is required and experience in a child related profession is preferred. Spanish and/or Portuguese language fluency a plus.

Interested and qualified candidates should send a resume and cover letter along with a completed Town of [New Milford employment application](#) by November 8th to: Greg Bollaro, Personnel Director, Town of New Milford, 10 Main Street, New Milford, CT 06776 or [gbollaro@newmilford.org](mailto:gbollaro@newmilford.org). Review Job Description [here](#).

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NEW MILFORD PUBLIC LIBRARY

P/T CHILDREN'S & TEEN SERVICES ASSOCIATE

JOB SUMMARY

Department: Children's Library Services  
Schedule: Part time; less than 30 hours per week, Saturdays, Sundays, and evenings are required as needed on a 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 Children's and Teen Circulation Desks. Performs readers' advisory, information and instruction in response to patron inquiries. Assists Children's Librarian with projects as needed.

SUPERVISION RECEIVED

Works under the direction of the Children's Services Librarian. Departure from established rules and procedures is reviewed with the Children's Services Librarian in advance of action.

MAJOR DUTIES

Works at both Children's and Teen Services Desks  
Promotes library services  
Charges and discharges Children's library materials  
Registers new patrons, updates expired cards  
Collects fines and other billed amounts  
Places holds on materials available in the local consortium  
Assists patrons with:  
    Online catalog  
    Internet and on-line databases  
    Reference/Information  
    Reader's Advisory  
    Location of materials  
    Use of computers and other equipment  
Assists librarians with program planning and preparation  
Maintains an active awareness of current library services  
Executes programming  
Manages phone requests  
Provides customer service with a goal of excellence  
Individuals will be cross-trained in the Children's/Teen and Adult Departments

MINOR DUTIES

Opens and closes the Children's Library as required  
Assists in the maintenance of shelves in the Children's/Teen areas as directed.  
Creates displays  
Helps with weeding the collection  
Creates bibliographies  
Assists with the program registration process  
Maintains the rooms in good physical order  
Performs 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 QUALIFICATIONS

- 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 deal with the public, especially parents and teachers
  - Respect for children and teens and their needs
  - Ability to stay up to date on current library services
  - Ability to maintain a pleasant and professional demeanor at all times
  - Ability to work with a minimum of supervision
  - Excellent organizational, communication skills
  - Ability to carry documents, office equipment weighing up to 20 pounds and books on and off site
  - Ability to sit at a desk or on low seating or the floor or stand and work continuously for extended periods of time while performing job functions
  - Ability to reach 6 feet high to obtain books, materials
- Education:
- Fluency in Spanish and/or Portuguese a plus
  - Bachelor's degree highly desirable
  - Experience in a child-related profession 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 edition approved by Library Personnel Committee: 10/27/2021*