



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: P/T Children's & Teen Services Associate
Department: Public Library

Salary Group: Part Time
Non-Union
<18hrs/wk

Job Summary: This position is part time; less than 18 hours per week, Saturdays, Sundays, and evenings are required as needed on a regular schedule. Additional off-schedule hours required. 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 inquires. 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.

Essential Job Functions:

- 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.

Other Duties:

- Opens and closes the Children's Library as required
- Maintains shelves
- 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 related duties as required that are necessary and appropriate.

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.

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 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
- Fluency in Spanish and/or Portuguese a plus
- Bachelor's degree highly desirable
- Experience in a child-related profession preferred
- Veterans preferred

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

Revised by Library Board of Trustees: 1/19/2022

Format Updated by Personnel: 11/22/2024

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		

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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.