Library Technical Assistant- Circulation Department (Part-Time)

The E.C. Scranton Memorial Library in Madison, CT seeks a customer service oriented, collaborative and flexible individual to join our team. Circulation of books and other materials is one of the Library's most important functions. Circulation staff members play a key role in this function by providing prompt, accurate, and friendly service.

The successful candidate for this position will have strong computer and technology skills; excellent oral and written communication and interpersonal skills; and the ability to provide excellent customer service to patrons of all ages.

Essential Job Functions:

- Check in and check out materials
- Register new patrons and provide orientation information
- Find and process holds and notify patrons when they are available
- Assist patrons in person and over the phone
- Perform other Circulation activities as assigned
- Help cover Children's Desk as needed

Qualifications:

- High school diploma or GED
- Computer skills, including keyboarding; basic knowledge of MS Word and Excel; familiarity with the Library's online catalog, web site, databases, and other electronic resources, preferred
- Capacity to perform detailed work consistently and accurately
- Ability to deal pleasantly and effectively with the public, including upset patrons
- Experience with III Sierra ILS, 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 position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Duties require moving throughout the building to access collections, lead programs and meetings, and operate office equipment.
- Duties require ability to express and exchange ideas by means of the spoken word and to
- perceive the nature of sounds at normal speaking levels, with or without correction.
- Duties require close visual acuity for extensive reading and viewing a computer terminal.
- Duties require extended periods of standing, walking, and sitting.
- Duties require occasional periods of pulling/pushing items, lifting/carrying items up to twenty pounds, bending, stooping, and fine manipulation skills.

Hours:

24-28 hours per week including evenings and rotating Saturday hours.

Benefits & Compensation:

- Salary is $15/hr.

- 13 paid holidays, plus paid time off.

Reports to: Head of Public Services

Employment Status: Part-time, non-exempt/hourly

To apply: Send a meaningful cover letter, resume, and contact information for three references to scrantonlibraryhr@scrantonlibrary.org on or before August 6th, 2021.

Disclaimer: *Nothing in this job description restricts the E.C. Scranton Memorial Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the E.C. Scranton Memorial Library's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

The E.C. Scranton Memorial Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, disability, or other protected status under state and federal laws.