



Wethersfield Library

The Wethersfield Library announces openings for the following position

Part Time Library Assistant

Reports to:	Public Services Manager
Schedule:	Must be flexible to include evenings and weekends
FLSA:	Non-exempt
Status:	Part-time (Hourly – up to a maximum of 19 hours per week)
Hourly Rate:	\$18.50
Benefits:	Sick leave is provided consistent with State of Connecticut Regulations. There are no other benefits associated with this hourly position.
Union/Non-Union:	Non-Union
Posting Date:	Wednesday July 17, 2024
Closing Date:	Open until filled

As a Part Time Library Assistant you will draw on your experience to work with a team of staff to provide outstanding service to the community of Wethersfield. This position requires a customer-focused, detail-oriented, collaborative individual who will help ensure the delivery of quality results.

Examples of duties include: provide direct public service to patrons, perform routine circulation functions, make appropriate referrals to professional staff and other service desks, may assist with the ordering, processing, cataloging, or repair of library materials, equipment, resources, or supplies, may assist in program setup and take down, perform physically demanding work, performs other duties as required or other tasks/assignments as necessary.

Required Qualifications: high school diploma or equivalent; one year of experience working in a library setting or similar customer service environment; excellent customer service skills; ability and desire to work with a diverse public; ability to push, pull, and lift an object that weighs up to 30 pounds; ability to push, pull, maneuver, and steer fully loaded book trucks which can hold objects, boxes, or materials up to 100 pounds; knowledge of and demonstrated experience with computers; schedule must be flexible to include evenings and weekends; valid driver's license.

Preferred Qualifications: Library Technical Assistant certificate or degree

Visit <https://www.wethersfieldlibrary.org/job-openings/> for complete job description.

Please submit completed application, cover letter, resume, and three professional references, including at least one from a direct supervisor, to: jobs@wethersfieldlibrary.org. **Closing date: Open until filled.** No phone calls or other inquiries please. **Only candidates selected for interviews will be contacted.**

Successful candidate must pass interview process, and/or practical exam, and/or written exam, pre-employment physical, drug testing, and background check prior to employment.

The Town of Wethersfield is an Equal Opportunity/Affirmative Action employer.