



BURLINGTON PUBLIC LIBRARY

Serving the community since 1896

P.O. Box 1379
34 Library Lane
Burlington, CT 06013
860.673.3331

Fax 860.673.0897
www.burlingtonctlibrary.info

Burlington Public Library
Job Posting
Part-time Jr. Library Assistant

Hours of Work:

Approximately 7 hours per week- two nights a week Mondays and Thursdays 4:30 - 8:00 pm, sometimes on Saturdays, year round position, \$10.35 per hour. Must be 16 years or older.

Qualifications:

Minimum of High School or College education.

Must have the ability to communicate effectively orally, in writing and by listening with the ability to understand and follow oral and written instructions, without constant supervision.

Need to be aware of the purposes and functions of the public library.

Have the ability to learn routine library procedures, Dewey Decimal system and other library filing systems.

Be able to project a positive and pleasant attitude to the public, cooperate, and maintain an effective relationship with other staff members as part of a team.

Must have, and continue to develop, a working knowledge of the library collection and its organization

Knowledge of computers and Microsoft office (Word, PowerPoint, Excel, and Publisher)

Responsibilities:

Provides indirect service, maintains the availability of library materials by shelving books and other materials, reads shelves, and organizes materials into proper sequence.

Assists at circulation desk, answers directional inquiries, helps patrons locate materials and refers patrons to others for appropriate assistance.

Processes new library materials, organizes and keeps track of processing items needed.

Develops a working knowledge about the organization and care of library materials, services and programs.

Empty book drop, as needed.

Interested applicants please submit resume or fill out an application at the library no later than Friday, October 6, 2017, 5:00 pm and give to Diana Rudzinski, Assistant Director, Burlington Public Library, 34 Library Lane, Burlington, CT 06013. EOE.