

Library Technical Assistant 3-Children's 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. The Children's Department provides children and caregivers with a quality collection of materials, expert help locating materials for both recreational and informational needs, and programs to encourage a love of reading, learning, and exploring the world around them.

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 connect with patrons of all ages. Experience with children and their caregivers is a plus. This position reports to the Head of Children's Services.

Essential Job Functions:

- Check-in, check-out, and shelve materials
- Assist patrons in person and over the phone
- Assist patrons with computers, online databases, and internet searching
- Create displays for the department
- Curate social media content to drive engagement and promote library programs
- Assist or run programming as needed
- Responsible for one or more projects, such as collection maintenance, community outreach, or other critical department tasks
- Opening and closing the children's room at the beginning and end of the workday
- Participate in routine team meetings and staff meetings
- Effectively communicate with Children's Librarians and the Head of Children's Services
- Perform other Children's department duties as assigned
- Assist other departments as needed

Qualifications:

- High school diploma or GED required. College preferred
- At least 2-4 years of experience in library services or similar work experience
- Computer skills, including keyboarding; basic knowledge of MS Word and Excel; familiarity with the Library's online catalog, website, 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
- Ability to lift and push book carts weighing ≥ 30 lbs.
- 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:

25 hours per week including evenings and rotating Saturdays.

The position schedule is as follows: Tuesdays 9-5, Wednesdays 9-1 (off if working Saturday), Thursdays 12-8, Fridays 9-1, and rotating Saturdays 9-5.

Benefits & Compensation:

- Salary is \$20.89/hr.
- 13 paid holidays, plus paid time off on an accrual basis.

Reports to: Head of Children's 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 September 5, 2025.

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. Employment with E. C. Scranton Memorial Library is contingent upon a successful background check.*