

Library Technical Assistant 1 – evenings and weekends (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 library is located in Madison's picturesque town center less than a mile from East Wharf beach and just steps from coffeeshops, restaurants, shops, and more. Come join our Children's team for an exciting new chapter!

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. The person in this position works at both the Borrowing desk and in the Children's Department. Experience with children and caregivers is a plus.

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
- Open and close the children's room at the beginning and end of the workday
- Assist other departments 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
- Ability to lift and push book carts weighing ≥ 30 lb
- 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 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: 12 – 19 hours per week consisting of two evening shifts each week, 1 afternoon shift, and one Saturday a month.

Benefits & Compensation: Salary is \$17.07/hr.

Plus paid holidays for select shifts and PTO on an accrual basis.

Reports to: Head of Children's Services

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

To apply: Send a cover letter and resume to scrantonlibraryhr@scrantonlibrary.org on or before Friday, November 14th.

***Disclaimer:** Nothing in this job description restricts the Scranton Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Scranton 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 Scranton Library is an equal opportunity employer and does not discriminate based on 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.