

## **Library Technical Assistant- Circulation Department (Part-Time)**

Join our fun, dynamic circulation team in beautiful downtown Madison! The E.C. Scranton Memorial Library in Madison, CT is a state-of-the-art library. We are seeking a friendly, 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; great attention to detail, and the ability to provide excellent customer service to patrons of all ages.

### **Essential Job Functions**

- Above and beyond customer service
- Check in and check out materials
- Collect fines for lost or damaged 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
- Assist patrons with library technology as needed
- Work on other service desks as needed
- Perform other Circulation activities as assigned

### **Job Requirements**

- High school diploma or GED
- 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  $\geq 30$  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 the 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 of 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 & Compensation**

\$17.07/hour with 22-28 hours per week including two evenings and rotating Saturday hours every other Saturday. Company paid holidays and PTO on an accrual basis.

Desired schedule: 9 am-1 pm Mon. and Thurs., 12-8 pm Tue. and Wed., 9 am-5 pm Saturday (on rotation).

**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](mailto:scrantonlibraryhr@scrantonlibrary.org) on or before February 20, 2026.

***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.*