



City of Ansonia

253 Main Street
Ansonia, CT 06401

January 18, 2022

TO: Recruitment Sources

FROM: John P. Marini
Corporation Counsel

SUBJECT: EMPLOYMENT OPPORTUNITIES

PLEASE POST

THE CITY OF ANSONIA
ANNOUNCES EMPLOYMENT OPPORTUNITIES

LIBRARY PROGRAMMING PART-TIME

\$23.00 PER HOUR IN ACCORDANCE WITH UNION CONTRACT

TO BE CONSIDERED, APPLICATIONS MUST BE FILLED BY

NOON, WEDNESDAY, FEBRUARY 1, 2023

APPLICATIONS AVAILABLE BY

CONTACTING:

Cristina Molina
City Hall
253 Main Street
Ansonia, CT 06401
cmolina@ansoniacct.org

SPECIAL INSTRUCTIONS: To request an application and job description by mail, please send a self-addressed-stamped envelope.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F/H/V

PLEASE REMOVE: WEDNESDAY, FEBRUARY 1, 2023

POSITION DESCRIPTION

CLASS/TITLE: LIBRARY PROGRAMMING PART-TIMER (P/T) **REVISION DATE:** 12.6.22
DATE: **REVISION LTR:**
DEPARTMENT: LIBRARY
SALARY RANGE: \$23.00 PER HOUR

GENERAL PURPOSE

Responsible for maintaining the circulation desk in Adult and/or Children's Department and other specialized and routine clerical duties.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director, Children's Librarian, or designee.

DUTIES AND RESPONSIBILITIES

Performs all circulation desk duties using computerized system, i.e. checks materials in/out, places materials on reserve, collects fines, issues new library cards/updates cards. Notifies patrons about reserved materials. Answers questions from patrons, in person or over telephone. Shelves materials/reads shelves. Greets visitors to the Library. May operate office equipment such as copiers, fax machines, and microfilm machines. Performs any duties designated by person in charge in assigned work area. Assists with the implementation and execution of library programming and events. Assists library patrons with library services and equipment.

Assists with program planning, promoting, preparation, and execution of programming for children, teens and adults.

Capable of overseeing marketing and execution of programs with or without direct supervision.

Possesses the ability to create engaging programs.

Possesses an understanding of and ability to uphold and explain library policies, goals, and services; excellent oral & communication skills; and computer literacy.

Instructs support staff.

Promotes library books, programs and services to parents, teens and adults through social media.

This position requires interpersonal and communication skills and the desire to provide excellent customer service and flexibility of hours based on programming needs.

Regularly works nights and weekend hours.

PERIPHERAL DUTIES

None

DESIRED MINIMUM QUALIFICATIONS

Excellent communication skills and commitment to customer service. Demonstrated ability to perform or learn the duties of the position. Good ability to type. Ability to interpret library rules and regulations found in staff manuals and other statements of library policy. Good ability to establish and maintain effective working relationship with superiors, co-workers, other department, and the general public. Knowledge of, or willingness and ability to learn, basic library materials, procedures, and techniques, library experience desirable but not required. Strong commitment to library public services, ability, and desire to serve the public of all ages courteously and efficiently.

Capable of regularly working nights and weekends.

TOOLS AND EQUIPMENT USED

Operates such office equipment as computers, facsimile machines, and copiers.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, or controls; reach with hand or arms. The employee is occasionally required to walk.

The employee must occasionally lift and move up to 25 pounds. Specific vision abilities by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

SELECTION CRITERION

Formal application, rating of education and experience; oral interview and reference check; oral job-related tests may be required.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

The position is subject to the collective bargaining agreement with TEAMSTERS.

AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER - M / F / V / H