

Public Services Associate - Circulation Desk (PT)

New Milford Public Library is accepting applications for a part-time Public Services Associate position. The individual should be highly motivated and enthusiastic and enjoy working with the public and can offer excellent customer service. Duties are varied and will include: charging items in and out, answering the telephone, assisting patrons with library resources, patron registration and inquiries, and other duties as assigned. Proficient with Microsoft Office, experience with the ILS Evergreen preferred. High school diploma and 1-2 years library experience required, Bachelor's degree preferred.

Regular hours are:

4th Saturday 9-5

5th Saturday 9-5

With more available as needed.

If interested, please e-mail cover letter, resume and application to: Valerie Fisher at vfisher@biblio.org. See below for full job description. **Closing date for applications: November 17, 2017. The Town of New Milford and NMPL are an Equal Opportunity Employer.**

NEW MILFORD PUBLIC LIBRARY

PUBLIC SERVICES ASSOCIATE

JOB SUMMARY

Department: Public Services

Schedule: Part time; less than 30 hours per week; minimum of one Saturday and/or Sunday per month; may require some evenings

Salary: Set at beginning of fiscal year

Employment status: Non-exempt, hourly

GENERAL STATEMENT OF DUTIES

Operates the integrated library system for the purpose of circulating library materials

SUPERVISION RECEIVED

Works under the direction of the Public Services Librarian and, in that person's absence, under the direction of the Public Services Assistant.

MAJOR DUTIES

Charges and discharges library materials

Registers new patrons, updates expired cards

Collects fines and other billed amounts

Updates financial records of patrons

Assists patrons in filling out various forms including but not limited to registration and reserves

Provides customer service with a goal of excellence

MINOR DUTIES

Provides circulation policy, directional and referral information in response to patron inquiries

Assists in the maintenance of shelves in the adult collection as directed

Assists patrons with public use equipment

Evaluates materials when returned for possible repairs

Processes electronic predue, overdue and lost notices

Performs other duties as required

REQUIREMENTS AND QUALIFICATION

Knowledge and Ability:

Ability to learn Windows or other graphical interface applications
Ability to learn and use all functions of an integrated library system
Ability to deal with a demanding public
Ability to organize and prioritize work
Ability to work with minimum supervision
Excellent communications skills
Ability to lift and carry documents, office equipment weighing up to 20 pounds and books on and off site
Ability to sit at a desk or stand and work continually for extended periods of time while performing job functions, including repetitive computer work
Ability to reach 6 feet high to obtain books, materials

Education:

Some college required
Bachelor's degree preferred
Experience in public library preferred

Approved by Library Board of Trustees: 2/26/14