

POSITION OPENING

Reference Associate (PT)

New Milford Public Library seeks a highly motivated, customer-service oriented and enthusiastic individual who enjoys working with a varied clientele. Candidates should have strong reference, computer, and readers' advisory skills, as well as a true desire to work with the public.

Qualifications: Bachelor's degree. Library experience, specifically reference, preferred. Position is Tuesdays 1-5, Fridays 1-5, plus the 2nd weekend each month (Saturday and Sunday). Hourly rate is \$12.00/hour. Candidate should be flexible in terms of scheduling and willing to sub for co-workers. See below for the full job description.

If interested, please contact Sally Tornow at stornow@biblio.org. No Fax responses. The New Milford Library is an Equal Opportunity Employer.

Application deadline: August 18, 2017

NEW MILFORD PUBLIC LIBRARY

REFERENCE/INFORMATION SERVICES ASSOCIATE

JOB SUMMARY

Department:	Reference
Schedule:	Part-time; twenty (20) hours per week; minimum of one Saturday and/Sunday per month; may require some evenings
Salary:	Set at beginning of fiscal year
Employment status:	Non-exempt, hourly

GENERAL STATEMENT OF DUTIES

Provides reference and information service to library patrons using a variety of print and electronic resources

SUPERVISION RECEIVED

Works under the direction of the Library Director. Departure from established rules and procedures is reviewed with Library Director in advance of action.

MAJOR DUTIES

Provides information and referral service to patrons
Provides customer service with a goal of excellence
Keeps up to date with print and electronic reference resources through ongoing review of collections
Provides instruction in the use of print and electronic reference resources
Places holds using Bibliomation

MINOR DUTIES

Collects statistics
Maintains reference shelves under the direction of Library Director
Attends meetings and workshops as required
Provides basic computer troubleshooting assistance
Performs other duties as required
Contributes to an up-to-date manual of procedures
Maintains CT/NM vertical file
Selects and maintains monthly reference displays

Maintains collection of free brochures and announcements by keeping them up to date and well stocked

REQUIREMENTS AND QUALIFICATIONS

Knowledge and Ability: Knowledge of basic reference print and electronic resources
Knowledge of all functions of an integrated library system
Knowledge of Windows or other graphical interface applications
Ability to deal with a demanding public
Excellent communications skills
Ability to organize and prioritize work and to follow through with little or no supervision
Ability to lift and carry documents, office equipment weighing up to 20 pounds, and books on and off site
Ability to reach 6 feet high to obtain books, materials
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 troubleshoot basic computer, printer and FAX problems

Education: Bachelor's Degree required. Experience in a public library preferred

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