

Part Time Technical Services Associate

The New Milford Public Library is seeking a Part Time Technical Services Associate who is accurate and detail-oriented. Duties include, but are not limited to: assisting in the processing of new print and non-print materials; entering and editing data in the Integrated Library System; and assisting patrons at the public services desk as needed. Successful candidates will have strong communications skills and be able to work collaboratively with other professionals. Excellent customer service skills are a must.

We are hiring and training now for the summer 2022 opening of our newly remodeled building on a busy Town Green.

19 hrs./wk. Salary: \$16.00/hr. A Bachelor's degree is preferred along with some experience in a public library. Spanish or other non-English language fluency a plus.

Interested and qualified candidates should send a resume and cover letter along with a completed Town of New Milford employment application by June 12th to: Greg Bollaro, Personnel Director, Town of New Milford, 10 Main Street, New Milford, CT 06776 or gbollaro@newmilford.org. For a job description and to access the employment application, go to <https://bit.ly/30fqmqx>.

EO/AA

NEW MILFORD PUBLIC LIBRARY

P/T TECHNICAL SERVICES ASSOCIATE

JOB SUMMARY

Department: Technical Services
Schedule: Part time; less than 30 hours per week
Salary: Set at beginning of fiscal year
Employment status: Non-exempt, hourly

GENERAL STATEMENT OF DUTIES

Provides support to technical services; assists at public desk as needed

SUPERVISION RECEIVED

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

MAJOR DUTIES

Maintains serial database; processes all serials
Performs copy cataloging and assigns shelf location numbers to library materials
Manages and tracks newspaper serials
Prepares newspapers for microfilm processing
Enters, edits, and deletes data in the Integrated Library System
Assists in the processing of new print and non-print materials
Assist in repairs of library materials
Works at public services desks as scheduled and as required
Provides customer service with a goal of excellence

MINOR DUTIES

Catalogs materials
Processes non-serial materials
Uses technical services equipment to assist patrons and staff
Maintains the paperback collection

Participates in weeding projects as needed
Sorts daily mail
Produces lost items report
Contributes to an up-to-date manual of procedures
Performs other duties as required

REQUIREMENTS AND QUALIFICATIONS

Knowledge and Ability: Knowledge of integrated library systems
Knowledge of Windows or other graphical interface applications
Ability to be detail oriented and accurate
Ability to work with minimum supervision
Excellent communication skills
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 lift and carry documents, office equipment weighing up to 20 pounds and books on and off site
Fluency in Spanish and/or Portuguese a plus

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

Approved Library Board of Trustees: 2/26/2014
Revised by Library Personnel Committee: 10/27/2021