



Town of New Milford
Personnel Department
10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

NEW MILFORD PUBLIC LIBRARY

P/T PUBLIC SERVICES ASSOCIATE

JOB SUMMARY

Department: Public Services
Schedule: Part time; less than 20 hours, weekends and evenings are required as needed on a regular schedule. Additional off-schedule hours required.
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. Assists patrons with general questions and functions at Circulation Desk. Assists the Public Services Librarian with projects as needed.

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, reserves, and purchase requests
Provides directional, referral, and readers' advisory information in response to patron inquiries
Places holds on materials available in local consortium
Maintains an active awareness of current library services
Processes incoming interlibrary loan as assigned
Contacts patrons regarding overdue materials
Provides customer service with a goal of excellence
Individuals will be cross-trained in the Adult, Children's/Teen Departments

MINOR DUTIES

Provides circulation policy 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 pre-due, overdue and lost notices
Maintains necessary department statistics
Works on other duties as required

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

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 maintain a pleasant and professional demeanor at all times when dealing with a demanding public
Ability to organize and prioritize work
Ability to perform detailed work with consistency and accuracy
Ability to work with minimum supervision
Excellent communications skills

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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
Fluency in Spanish and/or Portuguese a plus

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

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

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