



Town of New Milford Personnel Department

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

JOB CLASSIFICATION DESCRIPTION

Job Title: Per Diem P/T Library Associate-Floater
Department: New Milford Public Library

Salary Group: Part-Time
Non-union
0 up to 29.5 hrs./wk.
(Saturdays & evenings required)

Job Summary: The Per Diem Library Associate – Floater provides flexible, on-call support across multiple library departments to ensure high-quality public service and operational continuity. This position assists patrons with circulation, reference, technology, and readers' advisory services, and supports programming and outreach efforts as needed.

Supervision Received: Works under the direction of the various Department Supervisors based on assignment. Receives direct Supervision from the Public Services Librarian and Library Director.

Essential Job Functions:

- Works at assigned service desks.
- Promotes library services.
- Charges and discharges library materials.
- Registers new patrons, updates expired cards.
- Collects fines and other billed amounts.
- Places holds on materials available in the local consortium.
- Assists patrons with:
 - Online catalog
 - Internet and on-line databases
 - Reference/Information
 - Reader's Advisory
 - Location of materials.
 - Use of computers and other equipment
 - Printing and copying along with other services
- Assists librarians with program planning, preparation, and implementation as needed.
- Maintains an active awareness of current library services.
- Manages phone requests.
- Provides customer service with a goal of excellence.
- Individuals will be cross-trained in the Children's & Teen Services, Public Services, and Reference and Technical Services.

Other Duties:

- Opens and closes the Department area as required
- Assists in the maintenance of shelves in assigned area as directed
- Creates displays, marketing material as directed
- Assists with the program registration process, including online event calendar
- Maintains the areas in good physical order, and sanitizes as needed
- Performs related duties as required that are necessary and appropriate
- Records necessary statistics

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.

Knowledge, Skills and Abilities:

- Ability to learn Windows, Office, and Google Workspace or other graphical interface applications such as Canva
- Ability to learn and use all functions of an integrated library system
- Ability to deal with the public including all ages children through adult.
- Ability to stay up to date on current library services
- Ability to maintain a pleasant and professional demeanor at all times
- Ability to work with a minimum of supervision
- Fluency in Spanish and/or Portuguese a plus

Education, Training and Experience:

- Bachelor's degree highly desirable
- Experience in a public library profession preferred
- Veterans preferred

Format Updated by Personnel: 10/31/2025

Approved by Library Board of Trustees: 11/19/25

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

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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.