



# Town of New Milford Personnel Department

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

## Library Public Services Assistant

### JOB CLASSIFICATION DESCRIPTION

**Job Title:** Library Public Services Assistant

**Job Status:** Non-Exempt, hourly

**Department:** New Milford Public Library

**Schedule:** Full-time, with a minimum of two Saturdays per month

**Salary:** Set at beginning of fiscal year

#### General Statement of Duties

- Assists Public Services Librarian in operation and supervision of main desk
- Manages Volunteer Program
- Assists Public Services Librarian with Reader's Advisory
- May assist Public Services Librarian with Adult Programming

#### Supervision Received

- Works under the direction of the Public Services Librarian

#### Major Duties

- Fully understands all aspects of the integrated library system
- Supervises all aspects of main desk activities and performs administrative duties as necessary in the absence of the Public Services Librarian.
- Manages a Volunteer Program and Community Service volunteers for the entire library which includes selection, training, scheduling, and evaluating these volunteers.
- Assists the Public Services Librarian in promoting library and community resources using displays, brochures, and media presentations.
- Manages patron reserves.
- Maintains an up-to-date manual of procedures associated with this position.
- 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.
- Manages 'lost and found' and main desk supplies.
- Manages scheduling of Display Case and Display table.

- Performs other duties as required.

## **Requirements and Qualifications**

### 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 work with a demanding public.
- Ability to organize and prioritize work.
- Ability to work with minimum supervision.
- Excellent organizational and communications 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.
- Ability to reach 6 feet high to obtain books, materials.

Education:                      College degree required.  
Experience in a public library preferred.

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