



The Town of Avon Announces the Recruitment for the
Following Position:

LIBRARY ASSISTANT

Department: Library
Status: Part-time 25 hours/week; schedule includes weeknight(s) and Saturdays in rotation
Reports to: Circulation & Outreach Services Manager
Salary Range: Grade 4: \$22.3074 - \$24.6230/hour
Date Posted: July 23, 2021
Closing Date: August 6, 2021, 4:00 p.m.

To Apply For This Position: An Employment Application is available in Job Opportunities on the Human Resources page of the Town website www.avonct.gov. Applications may be dropped off at the Human Resources Department, sent by mail: 60 West Main Street, Building #5, Avon, CT 06001, or emailed HR@avonct.gov. Successful candidate must pass a written exam and/or interview, drug test, and background check prior to employment. See the accompanying job description for additional information.

Summary:

Performs responsible and varied paraprofessional duties in the Circulation Department: the circulation of library books and materials; assists patrons, students, and staff in using library facilities, resources and services; and performs varied and responsible library clerical work.

Examples of Duties:

Performs circulation desk duties, including charging and discharging library materials, issuing library cards, answering telephone calls, collecting overdue fines and providing information as necessary. Places books and loan materials on reserve as requested. Assists patrons in the use of the library's catalog, computers and other library equipment. Assists patrons in the use of self-check machines, and performs basic troubleshooting of self-check machine issues. Greets and acknowledges patrons as they enter the Library. Offers general and directional assistance, in person and by phone. Directs patrons to other departments as appropriate. Maintains public service desk area(s) in neat and functional condition. Processes books and materials for delivery in the interlibrary loan program. Prepares materials in promoting use of library, including posters, newsletters and exhibits. Performs work in various library units, including cataloging, children's, reference, teen, or as assigned. Provides backup assistance in other library areas as required. Insures the orderly flow of materials from the Circulation Desk to the shelves, including shelving recently returned material as needed. Retrieves books from shelves and book drops. Makes minor repairs to books and materials when necessary. Monitors the public areas of the library to maintain order, and to provide a friendly environment for library patrons. Participates in training and professional development programs.

Minimum Qualifications:

Associate's Degree in Library Science or High School Diploma or equivalent and one year of public library experience.