



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

LIBRARY SPECIALIST

Department: Library

Reports to: Children's & Teen Services Manager

Status: Two positions: Please indicate on your application which position you are interested in (or both).

1. Part Time 25 hours/week - Schedule includes one weeknight and one Saturday a month

2. Part Time approximately 8 hours/week - Schedule includes one weeknight and alternate Saturdays with opportunity to pick up extra shifts as needed

Salary Range: Grade 6: \$27.1452-\$29.9634 (Starts at \$27.1452)

Date Posted: March 15, 2023

Closing Date: March 29, 2023

To Apply For This Position: An Employment Application is available on the Job Opportunities page of the Town website www.avonct.gov. Applications may be emailed to HR@avonct.gov or mailed to: 60 West Main Street, Building #5, Avon, CT 06001. Applications must be received by the HR department by 4:00 pm on the closing date. Successful candidate must pass a written exam and/or interview, drug testing, and background check prior to employment. See the accompanying job description for additional information.

Summary: Performs responsible and varied library services in the Children's & Teen Services Department, including assisting children and students in the use of library materials, equipment and resources, and conducting programs for pre-school, elementary and middle school students and young adults.

Examples of Duties: Assists in the planning, development and implementation of library programs and services for children and young adults, including story hours, library tours, and related events to encourage reading, viewing and listening skills. Provides reference and readers advisory services. Assists children and students in the use of the library's catalogue and reference materials, answers reference questions; locates information or guides children to source materials. Assists in use of computer system to locate books and materials, to access Internet and on-line reference sources. Plans, prepares and presents pre-school and early grade story-time and literature related programs. Uses literature, music, dance, and puppets, etc. to enhance presentations. May develop scripts, posters, and audio-visual materials for programs. May involve audience, including adults, in activities. Visits schools, childcare centers, and community locations to present programs. Participates in the developing Children's Services collection of books, periodicals, and audio-visual equipment and materials. Evaluates library materials for children based on knowledge of community needs, review of professional journals and children's literature, and library policy. Recommends selections to the Children's Librarian. Performs collection maintenance tasks, including shelf reading, weeding of damaged or obsolete materials, and noting gaps in subject areas, etc. Answers telephone calls and provides information to children. Reserves books and loan materials. Maintains Children's reference desk area in neat and functional condition. Provides backup assistance in other library areas as necessary.

Qualifications: Associate's Degree in Library Science, and three (3) years of experience in an educational institution or library; or any equivalent combination of experience and training. A valid Driver's License is required.

Preferred: Prior experience in working in childcare, child development, pre-school or elementary education.