



CITY OF DERBY JOB POSTING

Position: Library Assistant, Children's and or Adult Services

Department: Library

Classification: Non-exempt, bargaining unit position.

Full/Part-Time: Part-Time (22 hours/week)

Schedule: Monday and Tuesday, 9:00 a.m. – 2:00 p.m.
Wednesday – Friday, 9:00 a.m. - 1:00 p.m.
Must be able to work flexible hours, including some evenings and weekends.
This is a bargaining unit position.

Rate of Pay: Per Contract between City of Derby and Local 1303-420 of Council 4, AFSCME, AFL-CIO (Library Employees)

Current: \$13.00/hour

Closing date: Friday, September 3, 2021

Job posting:

The City of Derby Public Library is seeking a part-time Library Assistant to support Library personnel and operations. The part-time Library Assistant provides excellent customer service and reader's advisory assistance to Library patrons, provides assistance with computer technology and digital content and has the duties and responsibilities set forth in the attached job description.

The Library Assistant performs all circulation desk duties; calculates and collects fines and records adjustments; shelves materials; responds to phone and email inquiries, and performs basic reference work and/or refers requests when appropriate. In addition, the Library Assistant instructs and assists patrons to use online catalog and databases to locate material or information; assists both adults and children in internet usage, and how to use the internet and computer usage.

Minimum requirements: High School Diploma or a GED, with an Associate's or Bachelor's Degree preferred, as well as one year of work or volunteer experience in libraries, education or a customer service-related field. At least three (3) years' experience with Microsoft Office Suite, social media platforms, as well as with other common computer systems and software. Fluency in Spanish or Polish a plus.

This is a part-time position with varied hours, including some evenings and weekends. It is a Wage Classification A, hourly position under the collective bargaining agreement between the City of Derby and Local 1303-420 of Council #4, AFSCME, AFL-CIO (Library Employees)



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Supplemental Information

- Any offer of employment may be conditioned on a candidate's successful completion of a pre-employment background check, drug screening and/or fitness for duty evaluation and proof of identity and eligibility to work in the United States.
- An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting John Board at jboard@derbyct.gov or at 203-736-1450 ext. 1221.

Please send completed applications, cover letter, resume, and three references to:

jboard@derbyct.gov or

Mr. John Board

Administrative Assistant to the Mayor

City of Derby

1 Elizabeth Street

Derby, CT 06418

jboard@derbyct.gov

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: August 18, 2021