

City of Derby
JOB DESCRIPTION POSTING

Position: Library Assistant/Local History Coordinator
Department: Derby Library
Classification: Library Union, Hourly, Part time Position
Part-Time: (10 hours/week)
Schedule: Friday and Saturday 9AM – 2PM
Hourly Rate: \$16.73 per hour (Per Contract between City of Derby and Local 1303-420 of Council 4, AFSCME, AFL-CIO) (Library Employees)

BENEFITS

P/T paid Vacation after completion of 5 years
Paid Holidays falling on employee's regularly scheduled workday equal to normal, part time work hours.
One 15-minute break if working more than four hours per shift.
Funeral Leave - paid if funeral or service occurs on regularly scheduled workday.
Sick Leave – according to the CT PAID SICK LEAVE LAW up to 40 hours.
Personal Days – 3 days after completion of 1 year equal to regularly scheduled hours

Posting for Library Bargaining Unit Employees:

Qualified bargaining unit employees may apply for consideration between September 16, 2024, and September 25, 2024.

If no qualified employees apply, applications will be considered from outside the bargaining unit.

Posting Closing date: Friday October 11, 2024, or until filled

Job Posting:

The Derby Public Library is seeking a part-time Library Assistant/Local History Coordinator to perform general circulation duties to assist Patrons with public access and internet on computers as well as assisting Patrons with local history and genealogy inquiries. The part-time Library Assistant provides excellent customer service and reader's advisory assistance to Library patrons, aids with computer technology and digital content and has the duties and responsibilities set forth in the attached job description.

- Performs general circulation duties. Assists patrons with public access and assistance with internet and computers. Assists patrons with local history and genealogy questions. Answers local history and genealogy correspondence. Organizes and maintains archival files. Prepares special historical exhibits, articles and programs. Works with local historical agencies and attends related workshops. Collaborates with schools to share local history and knowledge of genealogy with students. Participates in the selection of local history and genealogy materials. Maintains scrapbook of library pictures and media coverage. Oversees local history room. Maintains records of donations and send acknowledgement for such. Assists with other projects as needed. Performs other related duties as necessary or as assigned by the Department Director.

Minimum requirements: Graduation from high school or equivalent and post-secondary courses are preferred or the equivalent in practical experience. Excellent customer services skills and experience are required. Must have familiarity with the City of Derby, its history and genealogy or a strong interest in learning about the local history and genealogy. Library work experience is preferred.

This is a part-time position, two (2) days per week. Interested candidates may apply to humanresources@derbyct.gov by completing a City of Derby job application. Per the Union contract, it is a wage classification B, hourly position under the collective bargaining agreement between the City of Derby and Local 1303-420 of Council #4, AFSCME, AFL-CIO (Library Employees).

Supplemental Information

- Any offer of employment is conditioned on the successful completion of a pre-employment background check, drug screening and/or fitness for duty evaluation along with 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> Applications can be mailed in, brought in or scanned and sent to Human Resources, 1 Elizabeth Street, Derby, CT 06418. humanresources@derbyct.gov

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants based on 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 history of mental disorder, or intellectual, learning, or physical disability.

Date Posted:

9/16/2024