



Town of Branford Job Announcement

Library Assistant-Part Time

Department: Willoughby Wallace Library

Employment Type: Part Time/Flexible

Locations: 146 Thimble Island Rd, Branford

Hours: Days/Evenings/Weekends

Pay Rate: \$17 to \$20 an hr./Sunday \$28 an hr

PLEASE SEND YOUR RESUME & COVER LETTER TO: CAREERS@BRANFORD-CT.GOV

This is a wonderful part time opportunity to join the Branford **Willoughby Wallace Memorial Library**. You will work a **part time flexible hour schedule and must be available to work some weekends and evenings - about 15 hours per week.**

This position will be responsible for assisting library patrons at our library service desk—a combination circulation and reference desk—being a welcoming presence to our library community, answering telephone and in-person inquiries, offering reader's advisory resources, and helping with public computers and patrons' own devices.

While this position will have a special focus on planning and carrying out children's programming from birth to teens, you must be a proactive positive professional who wants to work with the public and help patrons of all ages. You will also provide administrative work in the circulation and processing of library materials.

This position requires excellent customer service communication and computer skills, including knowing how to download media and the overall use of social media resources which includes creating flyers for library programs, signs and book displays. An avid reader, exceptional customer service and library knowledge is important.

Experience working directly with children strongly desired, in either a library or early childhood education environment. Knowledge of the Sierra system a plus. MLS students with an interest in children's services are also encouraged to apply.

(This position description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

The Town of Branford is an equal opportunity employer, women, minorities, and veterans are encouraged to apply. Candidates who are offered positions must successfully pass a substance abuse test, and background screening given at the Town's expense.

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