TOWN OF WATERFORD

The following position is presently open in the Town of Waterford:

Waterford Public Library
Information/Reference Assistant – Children’s Services
Part Time (19 hours/week), $22.18/hour

APPLICATIONS MUST BE IN THE HUMAN RESOURCES OFFICE BY
4:00PM MONDAY, JANUARY 25, 2021

Dept. Head, Children’s Services
SUPERVISOR

Library Director
REVIEWING AUTHORITY

AS -9 Part-Time
CLASSIFICATION

Waterford Public Library
DEPARTMENT

A. PURPOSE OF POSITION:
Under the supervision of the dept. head, children’s services, provides general assistance at the
children’s Information Desk including readers’ advisory and reference using traditional and
digital resources. Plans and presents story times and other library programs.

B. SUPERVISION RECEIVED:
Department head, children’s services.

C. SUPERVISION EXERCISED:
May supervise pages or volunteers assigned to the children’s room.

D. EXAMPLES OF ESSENTIAL FUNCTIONS:
1. Provides reference and readers’ advisory services to children, parents, caregivers, teachers
   and adults in person and on the telephone.
2. Assists customers in the children’s room in locating materials in the use of the online
catalog, library databases and library mobile applications.
3. Plans and performs storytelling and other programs as assigned.
5. Handles routine customer transactions in library database, i.e. renewals, placing holds,
   updating customer records.

**The essential functions or duties listed above are intended only as illustrations of the various types of
work that may be performed. The omission of specific statements of duties does not exclude them from
the position if the work is similar, related or a logical assignment to the position.

E. MINIMUM QUALIFICATIONS: (Knowledge, Skill & Ability)
Excellent customer service and interpersonal skills. Knowledge of children’s literature and
experience in story-telling and other children’s programs and activities. Knowledge of basic
library organization and operations.
F. **EDUCATION & TRAINING:**
Bachelor's degree and one year of library experience with children or equivalent combination of related experience and training.

G. **PHYSICAL DEMANDS/WORK ENVIRONMENT:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk, sit, stand, climb, balance, stoop, kneel and crouch. The employee is occasionally required to crawl. Employee must be able to physically handle books and other library materials, and move rapidly and frequently throughout the building. The employee must often lift up to 25 pounds and must be able to push loaded book carts and book bins of varying weights. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

Date Approved: 12/15/14

Joyce A. Sauchuk, Director of Human Resources

Date

cc: Town Hall Bulletin Board Senior Services Youth Service Bureau
First Selectman Utility Commission Finance Department
Town Clerk Bureau of Fire Services Planning, Building & Health
Tax Collector Library Recreation & Parks
Assessor Public Works Department
Youth Services Bureau Police Department

Chad Adams, President, Local 1303-037
Thomas Martin, President, Firefighters Local 4629
Dani Gorman, President, General Government Administrators
Ryan Spearrin, President, Police Union (UPSEU/COPS)
Susan DeScisciolo, President, Public Safety Dispatchers (UPSEU)