TOWN OF WATERFORD

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

**Waterford Public Library**
Information/Reference Assistant – Adult Services
Part Time - 22 hours/week - $23.19/hour – no benefits
Schedule to include one evening and alternate Saturday shifts

Applications must be in the Human Resources Office by 4:00pm, Monday, September 12, 2022

Assistant Director or Department Head
SUPERVISOR

Library Director
REVIEWING AUTHORITY

AS -9 part-time
CLASSIFICATION

Waterford Public Library
DEPARTMENT

A. **PURPOSE OF POSITION:**
Provides general assistance at the Information Desk including readers’ advisory and reference using traditional and digital resources. Assists customers in using library collections, programs and services and facility.

B. **SUPERVISION RECEIVED:**
Assistant Director, Department Head

C. **SUPERVISION EXERCISED:**
No supervisory duties.

D. **EXAMPLES OF ESSENTIAL FUNCTIONS:**
1. Under the supervision of assistant director and/or department head provides reference and reader’s advisory services to the public in person and on the telephone.
2. Assists customers in locating materials throughout the library.
3. Assists customers in the use of the online catalog, library databases and library mobile applications.
4. Assists customers at the public computers.
5. Handles routine customer transactions in library database, i.e. renewals, placing holds, updating customer records, resetting customer passwords.

**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 basic library organization and operations. Capable of elementary training in various software applications and troubleshooting on computers and mobile devices.

F. **EDUCATION & TRAINING:**
Bachelor's degree and one year of public library experience 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 or fingers to 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.

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Christine Walters, Director of Human Resources  
Date: 8/26/22

cc:  
Town Hall Bulletin Board  Senior Services  Youth & Family Services  
First Selectman  Utility Commission  Finance Department  
Town Clerk  Bureau of Fire Services  Planning & Development  
Tax Collector  Library  Recreation & Parks  
Assessor  Public Works Department  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)
Shawn Finnigan, President, Public Safety Dispatchers (UPSEU)