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

LIBRARY TECHNICIAN I (GRAPHICS)  
WATERFORD PUBLIC LIBRARY  
$19.07/hr, 14 hrs/week, No Benefits

APPLICATIONS MUST BE IN THE HUMAN RESOURCES OFFICE BY TUESDAY, SEPTEMBER 6, 2022 AT 4:00PM

Library Director __________________________ AS-5 Part-Time __________________________
SUPERVISOR __________________________ CLASSIFICATION

Library Director __________________________ Waterford Public Library __________________________
REVIEWING AUTHORITY __________________________ DEPARTMENT

A. PURPOSE OF POSITION:
   To design and produce print and online library promotional material, including flyers, posters, calendars, bookmarks, e-newsletter and social media posts. To assist in updating and maintaining the Library website.

B. SUPERVISION RECEIVED:
   Director and Library Department Heads.

C. SUPERVISION EXERCISED:
   None.

D. EXAMPLES OF DUTIES:
   1. Writing clear marketing copy to promote the library’s programs and services.
   2. Design and produce flyers, posters and other promotional material for library programs, services and events.
   3. Collect and coordinate information on programs and events from adult and children’s services staff and prepare a monthly calendar for print and posting on the library website.
   4. Prepare monthly NEW ARRIVALS list for print and posting.
   5. Distributes library programs and services information to media, and e-mail to subscribers.
   6. Assist all library departments with announcements, posters, and signs.
   7. Write and design monthly e-newsletter.
   8. Assist in library social media updates.
   9. Assist in updates and maintenance of library website including content management.
   10. May perform other general library duties as assigned.

**The essential function 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)**
1. Strong written communication skills.
2. Proficiency in use of MS Windows operating system and MS Office Suite.
3. Working knowledge of desktop publishing software including Microsoft Publisher and web maintenance and design software.
4. Demonstrated creative and/or design work.
5. Ability to manage and prioritize multiple tasks.
6. Comfortable setting and meeting goals and deadlines.
7. Ability to work independently and as part of a professional team.
8. Ability to establish and maintain positive working relationships with employees, volunteers, and the public.
9. Familiarity with Google Apps, Mailchimp, Canva, Eventkeeper, Facebook, Instagram and YouTube is preferred.
10. Marketing and/or library experience is preferred.

F. **EDUCATION & TRAINING:**
High school diploma and training in basic computer procedures, office applications and website maintenance.

G. **PHYSICAL DEMANDS/WORK ENVIRONMENT:**
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 and hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision preferred, peripheral vision, depth perception and ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

Christine Walters, Director of Human Resources  
Date 8/19/22

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)