



BURLINGTON PUBLIC LIBRARY
Serving the community since 1896

P.O. Box 1379
34 Library Lane
Burlington, CT 06013
860.673.3331
Fax 860.673.0897
www.burlingtonclibrary.info

Burlington Public Library

Job Posting

Library Assistant

Hours of Work: part-time 12 hours per week (mornings, afternoons, evenings and rotating Saturdays)

\$13.00 per hour

Qualifications:

A Bachelor Degree from an accredited college.

Familiar with standard library procedures, current information technology, Internet and database search capabilities. Knowledge of library automation system -Sierra/Encore helpful.

Knowledge of computers and Microsoft office (Word, PowerPoint, Excel, and Publisher).

Must be able to work independently and be self-motivated.

Responsibilities:

Provide patron services required at the circulation desk.

Provide reference services as well as reader's advisory for patrons.

Shelving of library materials and reading shelves to keep library materials in order.

Help with general clerical, bookkeeping and other office duties as directed.

Help patrons with computers and other equipment.

Maintain library's social media such as Facebook and Instagram.

Other duties as assigned.

Interested applicants please submit resume with cover letter no later than October 6, 2017 to Diana Rudzinski, Assistant Director, Burlington Public Library, 34 Library Lane, P. O. Box 1379, Burlington, CT 06013. EOE.