



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
Local History Specialist/Library Assistant

Hours of Work:

Approximately 8 hours per week, Tuesday and Thursday mornings 10:00 am - 2:00 pm.
\$13.00 to \$16.48 per hour depending on experience

Qualifications:

Minimum of a Bachelor Degree from an accredited college, MLS with cataloging and archival experience a plus.

Knowledge of Burlington and Connecticut history.

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 assistance with local history inquiries, as well as ability to catalog and archive local history materials.

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 patrons with computers and other equipment.

Other duties as assigned.

Interested applicants please submit resume with cover letter and references no later than Friday, October 6, 2017, 5:00 pm to Diana Rudzinski, Assistant Director, Burlington Public Library, 34 Library Lane, P. O. Box 1379, Burlington, CT 06013. EOE.