

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: January 7, 2025

Closing Date: When filled.

FROM: LIBRARY

DEPARTMENT: LIBRARY – Digital Services

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Librarian-Digital Services		\$25.00-\$28.00 /HR	\$25.00-\$28.00/HR

PERMANENT: No TEMPORARY: Yes If Temporary, for how long? N/A WHICH SHIFT? Varies

FULL TIME: No HOURS: 18 PART TIME Yes If part time, what hours or days? Varies

II. REASON FOR NEED

REPLACEMENT: Yes No

ADDITION: Yes No If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL

HIGH SCHOOL

COLLEGE

COMMERCIAL

OTHER

Please see attached job description.

Michael J. Fada

APPROVED BY: _____ SEL

[Signature]
_____ DA/P

DIGITAL SERVICES LIBRARIAN – PART-TIME

Are you an outgoing, upbeat person who loves being digitally creative, showing others how to use technology, and solving the puzzle of a reference question? Do you wish you could do all this and still have the opportunity to work with children? If you answer YES to these questions, then we have the ideal job for you!

Duties:

- Provides friendly and proactive assistance to library patrons at all department service desks.
Duties include:
 - Assisting library patrons with requests for information and selection of materials.
 - Assisting library patrons with using library equipment including computers, printers, scanners, photocopiers, and other devices provided by the library.
 - Assisting library patrons with electronic resources, such as the library catalog, databases, and downloadable materials.
- Coordinates and maintains content for web and mobile-enabled interactive services.
- Develops and presents patron programs and classes in the use of digital technologies.
 - Experience in developing and facilitating age-appropriate instructional programs preferred.
 - Collaborate with and support staff in additional program delivery. Public speaking in front of large crowds is a must.
- Responsible for supervisory duties including library opening/closing-related tasks and managing patron complaints, building problems, and emergencies in absence of administrative staff.
- Accepts additional duties as assigned.

Knowledge and Abilities:

- Demonstrates ability and enthusiasm for working with the public (both adults and children).
- Knowledge of library databases, eBook platforms, Microsoft and Google software systems, social media platforms, information and collaboration tools, and basic web-design. Experience with Wix preferred.
- Demonstrates enjoyment in working with the challenges of using technology applications to support library services.
 - Ability to exercise discretion, problem solving, and decision making under minimal direction.
- Ability to work both independently and in the Library's team setting. Willingness to assist and support coworkers, contribute ideas, and maintain flexibility is required.
- Willingness to accept and benefit from constructive criticism.

Communication Skills:

- Excellent customer service is an integral component of this position. It requires asking questions, having patience, and being courteous when dealing with the public.
- Possess good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
- Ability to communicate effectively both orally and in writing; ability to perform close, detail work involving considerable visual effort and concentration.

Physical Requirements:

- While performing the duties of this job, the employee must stand, walk, sit, kneel, crouch for a period of time, and reach with hands and arms.
- Must regularly lift and/or move up to 15 pounds and occasionally lift and/or move 25 pounds.

DIGITAL SERVICES LIBRARIAN – PART-TIME

Minimum Qualifications:

- A master's degree in library science from an American Library Association-accredited institution is required for this position.
- Minimum 1 -2 years of professional library experience and/or supervisory experience required.
- Knowledge of Sierra ILS and LION Consortium standards a plus.
- Bilingual candidates are encouraged to apply.

Position Type/Expected Hours of Work:

- This is an 18hr/week, part-time position.
- Works three shifts per week, with Saturdays in rotation.
 - A typical weekly schedule provided but must be flexible to work different days/hours as needed.
 - Weekdays will primarily be working in the Adult Department.
 - Saturdays will primarily be working in the Children's Department.
- Benefits include sick time only.

Hourly Rate:

- \$25-28 per hour depending on experience, education, and qualifications.

Send completed employment application, cover letter, and resume to:

employment@northhaven-ct.gov

North Haven Employment Application Process:

https://www.town.north-haven.ct.us/government/employment_opportunities.php