

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: May 27, 2025

Closing Date: When Filled

FROM: Director of Library Services

DEPARTMENT: Library – Children's

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Clerk II		\$17.00-\$19.00/hr.	\$17.00-\$19.00/hr.

PERMANENT: No TEMPORARY: Yes If Temporary, for how long? WHICH SHIFT? Days

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

See attached job description.

APPROVED BY:  SEL

 DA/P



JOB OPPORTUNITY - LIBRARY CLERK II - CHILDREN'S DEPARTMENT

The North Haven Memorial Library is seeking a friendly, flexible, and customer-focused individual to join our Children's Department. If you're outgoing, upbeat, and love working with children, this could be the perfect opportunity for you. Strong communication, organizational skills, and a willingness to learn are essential. Come be part of a supportive, fast-paced team dedicated to making a positive impact on our community!

Responsibilities Include (Training will be provided):

- Work at the circulation desk. Duties include:
 - Check material in/out
 - Register new patrons and provide orientation information
 - Place/process holds
 - Assist patrons in person and over the phone
- Assists and/or leads programs
- Prepares craft items for use in story hours and/or special programs
- Shelves materials and shelf-reads
- Additional duties as assigned

Minimum Requirements:

- Employee must interact pleasantly and effectively with the public daily
- High School Diploma or equivalent
- Minimum of one (1) year of experience working in library OR in a customer service environment
- Employee must lift/move up to 10 pounds regularly and occasionally lift/move 25 pounds
- Employee must have ability to push book carts weighing more than 30 lbs. on a regular basis
- Employee must be able to bend and squat to shelve books

Preferred Skills:

- Computer skills including basic knowledge of MS Word and websites/databases
- Prior experience with a point of sales system AND/OR
- Prior experience working with III/Sierra ILS
- Familiarity with the Library's online catalog
- Experience with Canva or graphic design software
- Bilingual candidates are encouraged to apply

Hours: Regular work schedule (September – Mid-June) includes two mornings, one afternoon, and two evening shifts per week, with Saturdays in rotation. 18 hrs./week. Summer hours (Mid-June - August) will differ slightly, with two mornings and three afternoons.

Compensation: Hourly Rate: \$17.00-\$19.00 per hour DOE.

To Apply: Please visit the [Town of North Haven's employment opportunities page](#) to obtain an application/view employment application process. ***You must submit a cover letter and resume along with your application.***