

## **ACTON PUBLIC LIBRARY**

### **JOB POSTING**

**TITLE:** Saturday/Substitute Library Assistant

**DEFINITION:** The Saturday/Substitute Library Assistant is a permanent, part-time position responsible for all library circulation desk functions, and selected reference desk functions. This includes: checking books out; processing reserve requests; shelving returned items; registering library borrowers; assisting patrons with basic computer problems; answering basic reference questions; processing interlibrary loan requests; and other duties as assigned.

**SUPERVISION RECEIVED:** Receives general administrative and functional supervision from the Library Director, as well as the Assistant Director and the Head of Circulation.

**SUPERVISION EXERCISED:** None.

**HOURS:** 7 hours per week. This position is also considered part of our substitute back up, and availability/flexibility to work additional hours to provide coverage for vacations and sickness essential.

**HOURLY RATE:** \$13.43/hour.

**EDUCATION REQUIRED:** High School Diploma, college experience desired. Computer skills required.

**EXPERIENCE:** Library and/or retail experience helpful.

Please complete the Town's employment application (located on the Town's website at [www.oldsaybrookct.org](http://www.oldsaybrookct.org)) and submit to: **ACTON PUBLIC LIBRARY, 60 OLD BOSTON POST ROAD, OLD SAYBROOK, CT 06475, ATTN: KAREN GIUGNO, ASSISTANT DIRECTOR.** A resume and/or supporting documentation will be welcomed.

**Date posted:** September 29, 2017