

Town of Canton

Library Aide II: Children's and Circulation

The Town of Canton is seeking a pleasant, customer-service-oriented self-starter to join the staff of the Canton Public Library as a part-time Library Aide II. This position will primarily be in the Children's department but will also encompass some circulation responsibilities. Responsibilities of the position include: staffing the children's desk; providing reference and readers' advisory services to children and families; answering basic information questions; creating signs, flyers, and displays; processing children's library materials; assisting patrons with computers, copier, library catalog, etc.; staffing and providing assistance at the circulation desk; answering and routing calls; and charging and discharging library materials.

The successful candidate will enjoy and have experience working with children, tweens, and families; have strong knowledge of children's literature and library services; have excellent customer service and communication skills; and be welcoming, courteous, and friendly to patrons of all ages. Strong computer and technology skills are essential.

Qualified applicants must possess a bachelor's degree and have experience working with the public, including experience working directly with children. Previous library work strongly preferred. Experience with Ill's Sierra ILS a plus.

The position is 20 hours per week, including one evening and every other Saturday, and is eligible for pro-rated sick, vacation, and holiday pay. \$17.72/hour.

To apply, send a completed Town of Canton employment application and cover letter to:

Robert Skinner, Chief Administrative Officer
Town of Canton
PO Box 168
4 Market Street
Collinsville, CT 06022

Employment applications and a full job description are available at Canton Town Hall, at the Canton Public Library, and online at www.townofcantonct.org. Applications must be received by 12:00 noon on February 2, 2018. EOE.