



Job Description

Part-Time Library Assistant – Reference Department

Job Summary:

Works as part of the Reference Department team to provide outstanding customer service. Reports to the Head of Adult Reference Services.

Essential Job Functions:

- Provides exceptional customer service to the public at the information desk, in public areas, and on the telephone.
- Assists patrons in finding library materials and accessing library services.
- Assists patrons with computers including PC, Apple, mobile devices, streaming media, e-readers, electronic resources, library automation systems, online databases, and internet searching.
- Assists patrons with operating equipment, including printers, microfilm readers, scanners, copiers, and fax machines.
- Helps with additional tasks and projects assigned by the Reference Librarians, as needed.

Required Knowledge, Skills, and Abilities:

- High school diploma or equivalent required. Current college students—especially those studying library sciences—are encouraged to apply.
- Previous experience at a library public service desk highly desirable.
- Excellent oral and written communications skills.
- Ability to provide outstanding customer service to a wide range of ages and abilities.
- Ability to work both independently and collaboratively.
- A commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.
- Spanish language proficiency highly desirable.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Move throughout the library to access collections, lead programs and meetings, and operate office equipment.
- Remain in a stationary position 50% of the time.
- Move equipment and book carts weighing up to 50 pounds around the library building.
- Communicate with staff and the general public and exchange accurate information.
- Have the visual acuity required to read and view from a computer terminal.
- Operate a computer and other office productivity machinery, such as scanner/fax machines, printers, and copy machines.
- Lift and transport books and other library materials offsite.
- Must be able to transport self to work-related meetings, workshops, conferences, etc.

Hours:

12-16 hours per week, including:

- Tuesdays and Thursdays from 3-9pm
- Opportunities to substitute for other shifts when needed/available
- Sundays in rotation (January-April) from 11:30am-4pm

Benefits & Compensation:

- \$20.19/hour
- Paid time off

Disclaimer: Nothing in this job description restricts Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects Wallingford Public Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

Wallingford Public Library's policy is to provide, in accordance with applicable law, equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religious creed, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.

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