

LIBRARY ASSISTANT, Full Time (G-III): Hartford Public Library seeks creative and flexible individual to support library services. Responsibilities: Provide quality service by assisting customers in the use of library resources, assist with library programs, and perform clerical duties, other duties as assigned. Qualifications: High school diploma or equivalent; valid CT driver's license. Previous library experience preferred. Job description and application are available online at www.hplct.org or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted until March 17, 2017.**

Scroll down for full description.

Library Assistant – Summary of Duties

The Library Assistant performs general clerical library services in assisting customers. These services include general circulation, issuing and receiving books and other media, and general customer service in using library services and the use of the facilities. This position ensures the highest level of service is provided by staff to all customers.

- Greet customers, provides excellent customer service and promotes library services and programs.
- Assists customers in using the online catalog and other electronic tools and resources; assists and instructs customers in using library services, equipment, and facilities.
- Assists customers in checking out and returning books and other materials; inspects books and other materials for damage and may assist in routing deliveries of interlibrary loan materials.
- Sorts and shelves books and other materials.
- Assists customers in applying for a library card, and processes applications; utilizes computer hardware and software to enter and retrieve customer information.
- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.
- Provides welcoming customer service to all customers.
- Keeps informed of current trends, improved programs and processes to better meet the needs of the community.
- Receives payment for overdue, damaged or lost books and materials, and applies payment according to procedure.
- Ensures safe conditions for staff, public and building operation. Takes appropriate action in building emergencies.
- *Other duties as assigned.*

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.