



Boundless Library Assistant – @ West Middle School Part-Time

The Library Assistant provides welcoming customer service to all customers in the Boundless Library @ West Middle, located inside West Middle School. This position provides general library services to students and teachers during the school day and support to community partners after school. These services include circulation, issuing and receiving books and other media, and general customer service in using library services and the use of the library facility. This position ensures the highest level of service is provided by staff to all customers. This position is year-round and does not follow the school calendar; the Library Assistant will be scheduled for up to 25 hours per week.

RESPONSIBILITIES INCLUDE:

Greeting and Customer Service

- Greets and welcomes customers, in person and on the phone, answer customer inquiries via email.
- Addresses inquiries and connect customers to the correct service or staff person.
- Responds to questions and complaints related to library use and/or refers customers to supervisor for more detailed information/assistance.
- Uses traditional library resources including the library website, library catalogue, booklists, ready reference resources, etc., to answer routine, quick reference and straightforward customer inquiries including, but not limited to:
- Provides basic readers' advisory (ex. specific book titles, authors/titles in a specific genre, popular teen books, etc.)
- Provides general/ready reference (ex. telephone numbers, addresses/maps, definitions, general information on a subject matter, community resources, etc.)

Shelving and Collection Maintenance

- Sorts and shelves books and other materials.
- Makes occasional updates or edits to collection records.
- Inspects books and other materials for damage.
- Prepares new library materials.
- Helps maintain material displays.

Technical Assistance

- Assists students, teachers, and other customers in using the online catalog, internet, library databases, website, and other electronic tools and resources.
- Assists customers in use of printers, fax/scan machines, and other commonly accessible technological equipment.

Support at other Library Locations

- When the Boundless Library @ West Middle is closed, staff will assist at other locations as needed.

Other duties as assigned.

EDUCATION AND EXPERIENCE/QUALIFICATIONS:

Required

- High School Diploma or Equivalent required
- At least one year of customer services experience
- Prior experience working with children
- Experience working with diverse children and families
- Proficient in Microsoft Office applications, Google Drive, and email application required.

Preferred

- Experience working in a library or school setting

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to keep composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

What we offer employees:

Hartford Public Library offers part-time benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Paid vacation time - prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 1.9 hours per pay period.
- Paid sick time – prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 2.9 hours per pay period.
- Mental health support through the Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.
- Paid professional development, continuing education and staff engagement opportunities.
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of a staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference Boundless **Library Assistant @ West Middle School** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccinations are not required at this time.

Appointment Rate: \$19.3541 - 20.3127/hr.

Hartford Public Library is an Equal Opportunity Employer.