

**Hartford Public Library**

Adult Learning Assistant

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Bargaining Unit

Reporting to the Adult Learning Services Manager, the Adult Learning Assistant is responsible for the support of Hartford Public Library's mission & core values. This includes: providing classroom and online educational support; community outreach; data collection and tabulation; and U.S. Passport Services.

**DUTIES AND RESPONSIBILITIES****PUBLIC SERVICE**

- Register and test adult literacy/ESOL students; document progress.
- Instruct students, tutors, and others in use of e-Learning tools.
- Provide educational support material for students; recommend library related programs; make referrals to outside agencies.
- Support teachers with instruction and classroom preparation.
- Serve as liaison to targeted populations and their families at community centers, social service agencies, schools and churches; provide information about adult learning opportunities and full range of library services.
- Develops and presents library sponsored programs for all age groups including working with educators for class visits and library instruction.
- Assist customers with navigating the Internet efficiently and effectively.
- Provide immigration counseling upon completion of training and certification (training will be provided)
- Serve as a Passport Agent (training will be provided).
- Provide translation and interpreter services for Spanish speaking customers.
- Handle program and event preparations and logistics.

**COLLECTION DEVELOPMENT**

- Process books and other materials.

**ADMINISTRATIVE**

- Prepares daily, monthly, and annual reports as required.
- Participates in the overall administration of Hartford Public Library through committee or taskforce assignments.
- Maintains an inventory of supplies and prepares a supply request at regular intervals.
- Perform other duties as required.

**PROFESSIONAL**

- Reads professional journals regularly.
- Maintains membership in professional organizations and actively participates as work and personal time allow
- Serves on professional and community committees/boards where appropriate

**POSITION QUALIFICATIONS**

- Bachelors Degree in a related discipline or equivalent experience.
- Previous Library experience highly desirable.
- In accordance with U.S. Department of Homeland Security directives this position requires possession of U.S. citizenship.

**NECESSARY KNOWLEDGE, SKILLS and ABILITIES:**

- Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication skills.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs.
- Spanish language fluency.
- Valid Connecticut driver's license or ability to obtain upon employment.

**OTHER SKILLS, ABILITIES, AND KNOWLEDGE**

- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team leader and team member as well as ability to work independently
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Language Skills
  - Ability to express ideas clearly and concisely, both orally and in writing.
  - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
  - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
  - Ability to apply common sense understanding to carry out written and oral instructions.

**PHYSICAL DEMANDS**

- Ability to work a varied schedule, including occasional evenings and weekends, to attend meetings and events.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds