

**LIBRARY ASSISTANT, Part-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](http://www.hplct.org)** or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted till October 23, 2013**

**Scroll down for full job description.**

## JOB DESCRIPTION

### Library Assistant

**General Statement:** Library Assistant supports Hartford Public Library's mission & core values and provides effective access to resources, information, and ideas.

**Job Classification:** G-3

**Schedule:** Day, evening, & weekend hours

**Supervisor:** Various Supervisors

**Supervised Staff:** None

**Essential Job Functions:**

Provide quality service by assisting customers in the use of library resources.

Assist with library programs.

Perform clerical duties.

Serve on committees, including neighborhood teams.

Perform other duties as assigned.

**Minimum Qualifications:**

Demonstrated commitment to customer service.

Excellent interpersonal and communication skills.

Operate computers and relevant software.

Ability to establish and maintain effective working relationships with customers and staff in a diverse environment.

**Minimum Requirements:**

High school diploma or equivalent.

Valid CT driver's license