

## 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