

JOB DESCRIPTION

Senior Library Assistant

G-IV

General Statement: The Senior Library Assistant provides effective access to resources, information and ideas, and supports the Mission and the Core Values of the Hartford Public Library.

Essential Job Functions:

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

Participate in the development and maintenance of the collection.

May plan and direct or carry out special projects.

May conduct programs and classes.

Participate on a Neighborhood Team

General responsibility for maintaining student assistant standards, and may supervise Student Assistants.

Performs other duties as required, including clerical tasks as needed.

Minimum Job Qualification Standards:

Demonstrated commitment to customer service.

Ability to work independently in a team environment.

Ability to interact with a diverse population.

Ability to present ideas effectively, orally and in writing.

Ability to establish and maintain effective working relationships with customers, staff and community groups.

Computer literacy.

Minimum Requirements:

Education: Bachelor of Arts or Bachelor of Science

Experience: Minimum 2 years of technical and /or clerical experience relevant to the duties and responsibilities of the position.

Schedule: The normal work schedule Includes day, evening and weekend hours.