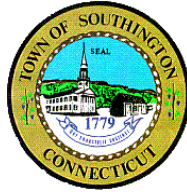


Town of Southington



Southington Public Library Library Substitute Staff

Posting Date: 11/8/2018

SUBMISSION:

Individuals interested in applying need to apply online to <http://www.applitrack.com/southingtonschools/onlineapp/default.aspx>. You will view 'Southington Public Schools' when entering the site. Both the Board of Education and Town Government are partnering in the use of AppliTrak program. Once you have accessed the link, move to the 'External Applicants' section of the page and click on 'Start an Application for Employment'. Applications need to be linked to the open position you are interested in, within this site, reference job.

Hours/Schedule:

This position is a temporary position to fill in for the staff and provide assistance to Southington's Public Library. Hours vary based on need and may vary to both day, evening and Saturdays. Minimal notice may be given.

General Statement of Duties:

Under the direct supervision, performs those departmental duties as assigned by librarian department head. This position has a high degree of patron interaction while working at any of the following customer focused desk: the circulation desk, reference desk, or children's services desk.

Minimum Requirements:

High School diploma or equivalent for lending desk. Substitutes for children's or reference departments need to be hold a Masters in Library Science.

Essential functions: Circulation Desk-Assists in the operation of the library including the following"

- The computerized circulation system
- Service desk
- Managing the reserve and overdue system
- Fine collection and payment for lost and damaged items
- Other related duties as needed

Reference Desk-Assists in the operation of the library including the following:

- Assists in the location of, access to, and use of materials within the library and using library databases.
- Places holds
- Facilitating patron access to computers, scanning and faxing services
- Service desk
- Other related duties as needed

Children's Services Desk – Assists in the operation of the library including the following:

- Assists in the location of, access to, a use of materials within the library and using library database resources within the children's department.
- Places holds
- Service desk
- Other related duties

Physical Demands:

- Able to lift, push or pull up to 30 pounds
- Stretch and reach above / below individual's standing baseline reach
- Able to sit or stand for long periods of time