



Job Posting Children's Clerk

November 2021

TOWN OF PUTNAM

Municipal Complex 200 School Street Putnam,
Connecticut 06260 Telephone: (860) 963-6800

The Town of Putnam is accepting applications for the position of Children's Clerk at the Town's Public Library.

Job Description: Part-time vacancy available for an energetic, team-oriented Children's Clerk with a strong public service commitment. Responsibilities will include shelving of materials, circulation duties and assisting the Children's Librarian. Candidate must have excellent customer service and computer skills. Library experience is preferred.

Position requires 12 hours per week at a rate of \$13/hour with a schedule of, Monday 5:00 – 8:00 PM, Thursday 4:00 PM to 8:00 PM and Saturdays 10:00 AM to 3:00 PM.

**Please send resumes and cover letters to mariah.clifford@putnamct.us.
Closing date for this position is November 19, 2021.**

Questions concerning this position, should be directed to the Library Director, Priscilla Colwell at (860) 963-6800 ext. 210

Minimum Qualifications:

- Associate degree is desirable or two years' experience with Library background.
- Experience in working for and with children and/or young adults.
- Knowledge of standard library procedures, current information technology, Internet, and database search capabilities.
- Knowledge of developmental, recreational, and educational needs of children and young adults.
- Ability to communicate effectively with others, orally and in writing, including through email.
- Must be able to pass a criminal and drug screening.