



TOWN OF PUTNAM

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

Job Posting

Teen Librarian

August 2022

The Town of Putnam is accepting applications for the position of Teen Librarian at the Town’s Public Library.

Job Description: Part-time vacancy available for an energetic, team-oriented Teen Librarian with a strong public service commitment. Provide library service including collection development, reader's advisory, and programing to tweens/teens (ages 9-18) including those with diverse backgrounds and abilities.

Responsibilities will include planning, publicizing, and conducting programs, selection of materials, outreach, and circulation duties in the Children’s Room. Successful candidate will be innovative, energetic, and have excellent computer skills. Good customer service is a must, as well as the ability to be a good team player.

Position requires 16 hours per week at a rate of \$15/hour with a schedule of, Monday and Thursday 4:00 PM to 8:00 PM, Tuesday 5:00 PM to 8:00 PM and Saturdays 10:00 AM to 3:00 PM.

Minimum Qualifications:

- Associate degree is desirable or two years’ experience with Library background.
- Experience in working for and with children and/or young adults (ages 9-18)
- 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.

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Assessor.....	x805	Planning/Land Use.....	x815	Water Pollution Control Authority....	x821
Building/Zoning.....	x814	Public Works	x811	1st Floor Fax	860-963-5398
Economic Development.....	x813	Refuse/Recycling/Curbside Pickup... .	x812	2nd Floor Fax.....	860-963-5360
Finance.....	x807	Registrar of Voters.....	x803	3rd Floor Fax	860-963-6814
Fire Marshal.....	x816	Town Clerk.....	x802		

- Must be able to pass a criminal and drug screening.

Physical and Mental Requirements:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls, or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EEOC STATEMENT:

It is the policy of the Town of Putnam to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. In addition, the Town of Putnam will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

Closing date for applicants is Friday, September 9, 2022. Please send resumes and cover letters to mariah.clifford@putnamct.us

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

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