



## **Town of Suffield Job Posting**

**Position: Assistant Head of Circulation**

**Post Date: March 27, 2024**

**End Date: April 10, 2024**

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government as employees and volunteers alike remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking an Assistant Head of Circulation for the Kent Memorial Library. The Assistant Head of Circulation works in support of the Head of Circulation to deliver exemplary customer service to our patrons at our circulation desk. Aids in accomplishing the goals of the Library mission with creativity, versatility, and adaptability. Serves the residents of Suffield in a customer-oriented manner that promotes a positive, professional image for the Town government.

### **Supervision Received:**

Works under the general direction of the Head of Circulation.

### **Supervision Exercised:**

None.

### **Essential Duties and Responsibilities:**

1. Value great customer service in the capacity of the job.
2. Complete work accurately and in a timely manner.
3. Communicate effectively and constructively.
4. Exhibit working knowledge of and comfort with Evergreen ILS computer applications within a library.
5. Work well both as part of a team and independently.
6. Assist at the Circulation Desk, including checking materials and helping patrons.
7. Register new patrons and update and maintain the records.
8. Handle hold requests and notify patrons.
9. Follow up on holds that haven't been picked by more than five days from the original hold notification.
10. Arrange for inter-library loans.
11. Shelf library materials.
12. Maintain proper order in the collection by reading shelves.
13. Assist in the preparation of book displays around the library.
14. Attend staff meetings and other training sessions as requested.

15. Arrange volunteers for home-bound patrons.
16. Maintain positive working relationships with school officials, community groups, and the public regarding program offerings and coordination of services; promptly and cordially respond to citizen inquiries, feedback, and complaints about services and facilities.
17. Attend seminars and conferences to remain current on developments in relevant fields.

#### **Other Job Functions:**

1. Perform other related work as assigned.

#### **Minimum Qualifications**

##### **Education & Experience:**

1. High school diploma or equivalent.
2. One or more years of relevant experience within a public library system.
3. Relevant experience may be substituted for education attainment if deemed appropriate by the First Selectman.

##### **Knowledge, Skill, and Ability:**

1. Excellent customer service skills.
2. Ability to use automated library equipment, online catalogs, and word processing.
3. Ability to communicate effectively and work cooperatively with patrons of all ages, volunteers, community partners, colleagues, and supervisors.
4. Excellent interpersonal skills and strong service orientation.
5. Ability to work independently, be flexible, and adapt to a fast-paced work environment.
6. Possess good analytical skills and excellent computer and internet searching techniques.
7. Commitment to ongoing professional development.

##### **Special Requirements:**

1. Valid, active Motor Vehicle Operator's license required.
2. Must submit to pre-employment drug and alcohol testing and fitness for duty testing.

##### **Tools and Equipment Used:**

Prior library experience and familiarity with the Bibliomation Evergreen library system are preferred. This job operates in a professional office environment with occasionally related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

##### **Physical Demands:**

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

While performing the essential functions of this job, the employee is frequently required to stand, sit, 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 move up to ten (10) pounds and occasionally lift and move objects up to fifty (50) 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.

#### **Work Environment:**

This job operates in a professional office environment with occasionally related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

#### **General Guidelines:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

#### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties, or responsibilities that are required of the employee for this job. Functions, duties, responsibilities, and activities may change at any time, with or without notice.

#### **Travel:**

Travel is primarily local during the business day, although some out-of-the-area travel and overnight may be expected for conferences and seminars.

#### **EEOC Statement:**

It is the policy of the Town of Suffield to provide equal employment opportunities 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 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 Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

#### **Hours:**

This is a part-time sixteen (16) hours per week position. The hours of work will be determined by the department director and are subject to change. This position occasionally requires long hours beyond those scheduled hours, including monthly evening commission meetings, evening work, and weekend work, as job duties demand.

#### **Compensation and Benefits:**

\$17.15 per hour; compensation and benefits in accordance with the Library Collective Bargaining Agreement.

**How to Apply:**

Applications can be found on the town website at [suffieldct.gov/departments/hr](http://suffieldct.gov/departments/hr).

Please submit an application and resume by email to [sfoley@suffieldct.gov](mailto:sfoley@suffieldct.gov) or by mail to Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

*The Town of Suffield is an equal opportunity employer m/f/d/v.*

*The above posting is intended as a guide and is not a complete description of the position or process*