



Town of Suffield Job Posting

Position: Summer Library Page

Posted: April 9, 2024

End Date: Open Until Filled

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 Library Page is responsible for shelving returned items and shelf reading for accuracy, preparing materials for craft activities, assisting with library programs, and other duties as required. Serves the residents of Suffield in a customer-oriented manner that helps promote a positive and professional image for the Town Government.

Supervision Received:

Works under the general direction of the Head of Circulation and/or Children's Librarian. Reports to the Library Director.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

1. Shelving of books and other materials; shelf reading
2. Assists with library programs.

Other Job Functions:

1. Perform other related work as assigned.

Education and Experience

Minimum Qualifications:

1. Library experience not required, but preferred.

Knowledge, Skills, and Abilities:

1. Ability to alphabetize and put things in numerical order as well as the Dewey Decimal System
2. Ability to work a flexible schedule to include weekdays, evenings and weekends.
3. Excellent internal and external customer service skills.
4. Ability to perform physically demanding tasks; push heavy carts, lift up to 20 pounds and maneuver among high and low shelves.

Special Requirements:

1. Must submit to pre-employment drug test.

Tools and Equipment Used:

Bibliomation Evergreen library system.

Physical Demands:

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 and taste or smell.

The employee must occasionally lift and/or move up to 40 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. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, postage machines, folding machines, printers, and fax machines. The noise level in the work environment is usually quiet.

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 needs of the employer 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 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 Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

This position is at will.

This is a part time, seasonal, non-benefits position up to twelve (12) hours per week. This position occasionally requires hours beyond those scheduled hours including evening and/or weekend work as job duties demand. Must be flexible to include evenings and weekends. The hours may be subject to change.

Compensation and Benefits:

\$15.69 per hour; non-benefit eligible position.

How to Apply:

Applications can be found on the town website at suffieldct.gov/departments/hr.

Please submit an application and resume by email to 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