



**Position Open:** Part Time Library Assistant I, Circulation Services

**Date Available:** Immediately

**Hourly Rate:** \$26.83 - \$34.10

**Classification Range:** 3

**POSITION DESCRIPTION:**

The Ferguson Library seeks a motivated individual to join a team of library professionals in a part-time Library Assistant I position at the Harry Bennett Branch located at 115 Vine Road and the Weed Memorial and Hollander Branch located at 1143 Hope Street in Stamford. The ideal candidate will have excellent customer service skills, a passion for working with the public, and the ability to work as a team player in a fast-paced environment.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences and backgrounds who share a passion for improving people's lives through education, resources and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

**DUTIES INCLUDE:**

1. Performs established circulation and regulation procedures, using the automated circulation system.
2. Assists in resolution of user questions and complaints including assistance with self-checkout machines
3. Assists patrons with locating library materials and using computers and printers.
4. Other duties as required by the Library Branch Manager

**QUALIFICATIONS:**

1. High school diploma or equivalent; additional coursework in library science or a related field is desirable.
2. Experience with, and thorough knowledge of, automated circulation systems
3. Strong customer service skills with the ability to interact professionally and courteously with library patrons. Tact and skill in working with the public
4. Computer knowledge (Word, Excel, etc.) and meticulous attention to detail
5. Reliably available for evening and weekend work as required

Interested parties must send a resume and cover letter to [apply@fergusonlibrary.org](mailto:apply@fergusonlibrary.org) with the position title clearly stated in the subject line.