

Part-Time Library Assistant - The Weston Public Library seeks a customer oriented library assistant. The responsibilities for this position include: assisting patrons at the Information Desk, checking in and out Library materials, performing basic reference services, assisting patrons in use of electronic resources on personal devices, assisting patrons in the use of computers and photocopiers, shelving of Library materials.

Part Time, 12 hours weekly: Monday, Tuesday, Wednesday, and Friday afternoons with one Sunday monthly (September through June). Some flexibility and additional weekend hours required. Salary starts at \$13.75/hour (non-benefited) and is commensurate with experience.

Minimum qualifications: Knowledge of the principals of library science and some library experience preferred. Knowledge of computer hardware and software. Knowledge of tablets, eReaders, and other personal devices. Excellent customer service and interpersonal skills.

Applications: Town of Weston applications may be obtained from Weston Town Hall, 56 Norfield Rd., Weston, CT 06883 or online at <http://www.westonct.gov/townhall/632730>. Applications must be submitted to the Weston Town Hall along with a resume and cover letter. Application packages may be mailed to Weston Town Hall, ATTN: Jonathan Luiz, Town Administrator, 56 Norfield Rd. Weston, CT 06883 or emailed to jluiz@westonct.gov. Review of applications will begin May 24, 2019 and will continue until position is filled.

