

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 the use of computers and photocopiers, shelving of Library materials, and registering patrons.

Part Time, 14 hours weekly: Monday, Wednesday, Thursday, and Friday afternoons. Some flexibility and 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. 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 www.westonct.gov. 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 November 16, 2018 and will continue until position is filled.