

The Plainfield Public Libraries are seeking to fill job openings within our library system. We are currently looking for library assistants and library aides. Please see the postings below:

Library Assistant

The Plainfield Public Libraries are seeking part-time Library Assistants for the Meriden Library and the Philip Read Memorial Library. These positions will work under the supervision of the Library Director. Candidates will require strong customer service skills, a high level of attention to detail and the ability to multi-task. 14 hours/week with the possibility for additional hours to cover in the director's absence.

Responsibilities and Duties:

- Assists in the operation of the library and acts for the director in her absence
- Oversees all aspects of circulation, including inter-library loan, patron registration and fines
- Opens and closes the library
- Provides basic information and reference service and reader's advisory
- Helps patrons with technology questions
- Assists in program planning and implementation
- Maintains the library's appearance
- Creates and manages library displays
- Orders library supplies
- Attends trainings , meetings and conferences for professional growth
- Performs other duties as assigned

Knowledge and Skill:

- Enthusiasm for providing quality public service. Must be friendly, outgoing, welcoming and discreet
- Demonstrates the knowledge of library principles and practices
- Computer competence is required
- Ability to supervise and delegate
- The ability to work effectively in an environment with many distractions and interruptions

Working Conditions:

- Must be able to do a moderate amount of lifting, bending and standing.

Qualifications:

- College degree or minimum of two years library experience

Pay rate: \$14.00

Circulation Aides

The Plainfield Public Libraries are seeking part-time library aides to work at the Meriden Library and the Philip Read Memorial Library. 10-15 hours per week including some evenings and Saturdays in rotations.

Responsibilities and Duties include:

- Helps to maintain a high customer service standard
- Performs full range of circulation desk duties including checking materials in and out, registering new patrons, placing holds, collecting fees
- Shelves books, processes materials, answers the telephone
- Assists in preparation for programs
- Performs other duties as assigned

Knowledge and Skills:

- Has a positive and friendly attitude and enjoys helping people of all ages enjoy library resources
- Understands computers and internet searching skills, automated library systems and copiers
- The ability to work effectively in an environment with many distractions and interruptions

Working conditions and physical demand:

- Must be able to do a moderate amount of lifting, bending and standing.

Qualifications:

- High School Diploma required.
- Library experience preferred but we will train the right candidates.

Pay rate: \$11.00/hour

Interested candidates may email a resume and a letter of interest to Mary.King@plainfieldlibraries.org
Applications will be accepted until positions are filled.