Part-Time Employment Opportunity
Library Assistant – Circulation (Bilingual in English and Spanish)

The Wallingford Public Library seeks a part-time Library Assistant – Circulation (Bilingual in English and Spanish) to join our team.

If you’re looking for a great place to work, with co-workers who have positive attitudes, and are friendly, cooperative, supportive, fun, respectful, and committed to excellence, then look no further than Wallingford Public Library!

To apply for this position, you can either:
- Complete the employment application found on the library’s website https://wallingford.lioninc.org/about/employment/ and return it to Barbara Cangiano, Head of Circulation, bcangiano@wallingfordlibrary.org, or
- Complete the employment application on Google forms at https://tinyurl.com/4m449ujm

Application review will begin on December 15, 2021 and continue until the position is filled.

Job Summary:
Responsible for library circulation desk functions using an automated computer system. Provides excellent customer service to library patrons of all ages. Exercises problem-solving skills while performing all duties. Reports to the Head of Circulation.

Essential Job Functions:
- Assists circulation department staff and oversees department operations in the absence of the department head.
- Trains, coaches, and assigns tasks to circulation department staff.
- Performs library materials check-in, check-out, and renewal.
- Collects fines for lost and damaged materials.
- Issues and renews library cards and provides initial patron orientation to the Library and its resources.
- Places holds and notifies patrons when their holds are available.
- Assists patrons in person and by telephone.
- Empties materials return bins and book drops.
- Inspects returned books and other materials for damage.
- Assists with interlibrary loan delivery procedures, including labeling, sorting, filling, and emptying bins.
- Performs circulation desk opening and closing procedures as necessary.
- Performs other library duties as assigned.

Required Knowledge, Skills, and Abilities:
- Bilingual in English and Spanish required.
- Excellent English and Spanish oral and written communication skills.
- Ability to provide friendly, high-quality customer service.
- Strong computer and technology skills and the ability to learn new software applications quickly and adapt to changing technologies.
- Experience with Sierra ILS a plus.
- High School Diploma required. Associate’s degree preferred.
Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Move throughout the library building to access collections and operate office equipment.
- Communicate with staff and the general public and exchange accurate information.
- Have the visual acuity required to read and view from a computer terminal.
- Must be able to remain in a stationary position 50% of the time.
- Constantly positions self to reach at all levels with hands and arms in order to retrieve books from book drops and high and low book shelves.
- Move equipment and book carts weighing up to 50 pounds around the library building.

Hours:
- Part-time, 20-28 hours per week, including evenings and weekends on rotation

Benefits & Compensation:
- $16.50 - $20.50 per hour
- Paid time off

Disclaimer: Nothing in this job description restricts the Wallingford Public Library’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Wallingford Public Library’s assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

The Wallingford Public Library is an equal opportunity employer and does not discriminate on the basis of age, race, color, creed, marital status, national origin, sexual orientation, gender identity or expression, disability, or other protected status under state and federal laws.

Rev. 11/2021