

Town of Canton
Library Aide I

The Town of Canton is seeking a pleasant, customer-service-oriented self-starter to join the staff of the Canton Public Library as a part-time Library Aide I. Position will primarily be at the Circulation desk but may also include hours at the children's service desk. Responsibilities of the position include: charging and discharging library materials; answering and routing phone calls; collecting payments; assisting patrons with copier, library catalog, etc.; answering basic information questions; creating signs, flyers, and displays; and other work as assigned.

Applicants must have excellent customer service and communication skills and be courteous, friendly and welcoming to patrons both in person and over the phone. Strong computer skills essential. Must be able to maneuver heavy carts full of library materials.

Qualified applicants must possess a high school diploma and have experience working in a customer-facing environment. Bachelor's degree and previous library work experience preferred. Experience with III's Sierra ILS a plus.

The position is approximately 10-15 hours per week (hours will vary) and requires some schedule flexibility. Applicants MUST be available for evening shifts and Saturday shifts in rotation. \$18.16/hour, no benefits.

To apply, send a completed Town of Canton employment application, resume, and cover letter to:

Robert Skinner, Chief Administrative Officer
Town of Canton
PO Box 168
4 Market Street
Collinsville, CT 06022

Employment applications and a full job description are available at Canton Town Hall, at the Canton Public Library, and online at www.townofcantonct.org. Applications must be received by 12:00 noon on Friday, September 3, 2021. EOE.