

PART-TIME LIBRARY ASSISTANT – BURLINGTON PUBLIC LIBRARY

Come join our team! The Burlington Public Library is accepting applications for a part-time Library Assistant (12 hours/week, \$17.66/hour)

ESSENTIAL DUTIES: Performs the routine functions of the Circulation desk such as checking items in and out, registering and issuing library cards, placing holds, and assisting with patron queries. Additionally, the Library Assistant will prepare invoices for payment, compile statistics and prepare bank deposits. The ideal candidate will have excellent customer service skills and experience using Microsoft Excel.

Qualifications: A Bachelor's Degree from an accredited college. Previous library experience preferred.

This is a non-benefit, part-time position for 12 hours per week (\$17.66/hour) and includes one evening a week and 1 Saturday a month. For a complete job description, please see the Town's website (<https://www.burlingtonct.us>) or the Burlington Public Library's website (<https://www.burlingtonctlibrary.org>)

Employment applications may be obtained at burlingtonct.gov . Interested candidates should submit a cover letter, resume and application electronically to: jpapazian@burlingtonctlibrary.org. Open until filled. EOE/M-F/AA