

**TOWN OF TRUMBULL
PART TIME CIRCULATION SERVICES ASSISTANT**



Salary: \$11.50 per hour
Hours: 19 hrs. per week Schedule includes day and evening hours weekdays and rotating Saturdays. Occasional Sundays at \$15.00 per hour.
Closing date: May 20, 2015

IMPORTANT INSTRUCTIONS FOR APPLYING:

Applications will be available online only.

Please to go www.trumbull-ct.gov to print the application and mail completed application to:

Town of Trumbull
HR/Civil Service
5866 Main Street
Trumbull, CT 06611

Applications will **NOT** be available at the HR/Civil Service office. You must download and print the application. The application must be mailed to the address above, or faxed to 203/452-3856; or emailed to mmeier@trumbull-ct.gov.

SUMMARY OF JOB DESCRIPTION

Trumbull Library has opening for part-time Library Assistants to work at adult and children's service desks, providing basic support services and assistance to users.

Individual must possess excellent customer service and computer skills, be energetic, self-motivated, able to work well on a team, be an avid reader, and willing to learn new things. Along with duties related to circulation and processing of materials, additional responsibilities and tasks may include assisting librarians in the preparation of children's programs, crafts and displays.

High School diploma or GED required with associate or bachelor's degree preferred.

One (1) year work or volunteer experience in library, educational or customer service related field preferred.