The City of Bridgeport is now accepting submissions for the position of

**LIBRARIAN I - Part Time**

*Bridgeport Public Library*

**Salary:** $30.87 per hour 19 hours per week.

**To Apply:** Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to COB.Jobs@BridgeportCt.gov.

**Accepting complete submissions until the position is filled.**

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

**Municipal Profile**

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is boarded by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City’s Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City’s legislative body, consists of twenty (20) members elected for two-year terms.

**GENERAL STATEMENT OF DUTIES:**

Entry level librarian position, handling a wide range of information, search, retrieval, and programmatic duties. May be assigned to work, system wide, in any department or branch of the Bridgeport Public Library system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists library patrons in the use of library facilities
- Provides basic reference services and reader’s services; prepares bibliographies on special subjects
- Instructs the public in the use of library resources including online databases
- Develops and presents basic library programs for adults or children
- Creates displays to highlight book collections or services
- Assists in material selection and acquisition through book review reading, book selection, meetings and contact with patrons.
- Performs circulation tasks using the library’s automated circulation system, such as charging material, collecting fines, and preparing library cards as necessary
- May assist in the planning and implementation of outreach to schools and/or community groups including library tours, story hours and community outreach service

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Perform basic cataloging and acquisition of materials as assigned.
- Assist in creating promotional material for the library and its programs
- Able to represent the library in a professional capacity
• Strong commitment to public service
• Ability to interpret library policies and procedures
• Other duties as assigned

MINIMUM EDUCATIONAL REQUIREMENTS
• Master’s Degree in Library Science or Information Science from a college or university accredited by the American Library Association.

KNOWLEDGE, SKILLS, AND ABILITIES
• Knowledgeable in accepted library practice, policies, and procedures.
• Demonstrates an ability to interact with a diverse population.
• Proficient in the use of technology
• Demonstrates an ability to communicate effectively in English both verbally and through the written word.
• Ability to speak a second language is a plus, but not required.

EXPERIENCE
• No prior library experience necessary

LICENSE AND CERTIFICATIONS
• Valid Connecticut driver’s license

PHYSICAL DEMANDS AND WORK ENVIRONMENT
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

• Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.

• Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.

This position will require a pre-employment medical examination and drug testing

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103