TO: All NAGE Employees

FROM: Elaine Braithwaite City Librarian / Civil Service and Human Resources

DATE: September 15, 2022

RE: Library Assistant III

The Bridgeport Public Library has an opening for the above referenced position.

If you are a NAGE affiliated employee of the Bridgeport Public Library, meet the required experience/training, and are interested in the above position, please sign below and email your resume to COB.JOBS@bridgeportct.gov.

Due to the COVID-19 emergency, bids shall be accepted electronically (via email). Bid emails can be sent to COB.JOBS@BridgeportCT.gov. Please attach your resume for consideration.

Please use the following for the subject: (Union Member Name, Position – NAGE)

A job description is attached.

ANNUAL SALARY: $43,364.00

Deadline for signing is September 21st at 11:59pm.
CLASS CODE: 5106

CLASS TITLE: LIBRARY ASSISTANT III

1. Duties that are characteristic as to type and level:

Performs complex library clerical operations requiring resourcefulness, advanced knowledge, independent judgment and decision or may supervise major clerical staffs involving eight or more employees. Reports directly to major department head or assistant librarian.

2. Employees in this class are required to have advanced knowledge of library clerical operations. Work is performed under general professional supervision permitting the employee much independent judgment and decision. Supervision may be exercised over eight or more employees. Persons in this class may be required to assist in the performance of some duties listed in subordinate classes.

3. Minimum qualification requirements:

a. As to education, training and experience:

Graduation from senior high school and three years of prior experience in a public library at the Library Assistant II level; or
Graduation from a recognized college or university and one year of library clerical experience; or
Any equivalent combination of relevant experience and training sufficient to indicate ability to do the work.

b. As to special knowledge, ability and skill:

Working knowledge of principles and practices of library clerical routines; considerable knowledge of public library organization, procedure, policy, aims and service; general knowledge of books, book classification and standard reference materials; initiative; good judgment; accuracy; orderliness; good memory; tact; patience; adaptability; demonstrated ability to get along well with others; ability to plan and supervise the work of others; ability to anticipate, identify and deal with obstacles to efficient performance; ability to present written and oral comments and opinions clearly and concisely; aptitude for and interest in good library service.

Bridgeport Public Library
December 1967