CITY OF BRIDGEPORT, CONNECTICUT

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

LIBRARY ASSISTANT I – Part Time
Bridgeport Public Library

Salary: $18.18 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 located 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:
Beginning level sub-professional and clerical library work of ordinary difficulty and responsibility involving performance and carrying out relatively simple technical tasks and standard routines of library operation; related work as required; performed under direct technical professional supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Assists in circulation, cataloging, references, accessions, branch library, or other departmental routines; issues, renews, and discharges books; prepares and files catalog cards; maintains loan records; processes overdue notices; assists in the preparation, labeling, stamping, and coding of new books for circulation; incidentally performs general clerical duties.

MINIMUM EDUCATIONAL REQUIREMENTS
• High school graduation.
• Up to one year of prior clerical experience or training preferably as a typist, clerk, or page in a public library.
• Any satisfactory equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES
• Fundamental knowledge of library clerical routines.
• Typing ability
• Interest in books
• Ability to meet and deal effectively with people.
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