



# BRIDGEPORT LIBRARY

## CITY OF BRIDGEPORT, CONNECTICUT

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](mailto: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.*

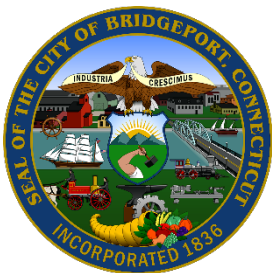
- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp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



CITY OF BRIDGEPORT, CONNECTICUT  
**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

**Employment Application**

Position Applied for		Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address					Apartment/Unit #		
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT							
Company					Phone		
Address					Supervisor		
Job Title							
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	

Company					Phone		
Address					Supervisor		
Job Title							
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	

Company					Phone		
Address					Supervisor		
Job Title							
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
<b>GENDER:</b>	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO	
<b>ETHNICITY:</b>	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:				
Name:			Name:	
Relationship:			Relationship:	
Home Phone:			Home Phone:	
Work Phone:			Work Phone:	
Cell Phone:			Cell Phone:	

**DISCLAIMER AND SIGNATURE**

Signature		Date	
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I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.