NOTICE
JOB POSTING

TO: Bridgeport Library employees affiliated with the National Association of Government Employees (aka "NAGE"), Local RI-200

FROM: Civil Service Commission Office

DATE: Thursday, January 29, 2026

RE: Library Assistant II (North Branch)

The Bridgeport Library, (North Branch) has an opening for the position of Library Assistant II.

The Library Assistant II performs sub-professional and advanced clerical library work involving duties of more than ordinary difficulty and responsibility. This position requires prior experience or training in library operations and techniques and involves carrying out complex and responsible library clerical tasks and routines that demand accuracy, initiative, and sound judgment. Work is performed under general professional supervision, and the Library Assistant II may be accountable for handling specialized processes or assignments within the library's operations.

The essential functions or duties described above is a general statement of functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

Current annual salary of $42,696.00 (Step 1) - $43,377.00 (Step 2) - $44,664.00 (Step 3) - $45,965.00 (Step 4) - $48,180.00 (Step 5 – Top). The wage rate of a selected employee if promoted shall be equal to at least a step increase in the employee's current position, not to exceed $48,180.00 (reference NAGE RI-200 CBA Article 25.5). Note: Permanent employees promoted to a higher classification within the bargaining unit shall serve a promotional probationary period of six (6) months.

First opportunity to fill this position will be offered to qualified NAGE, Local RI-200 employees within the Bridgeport Library. If interested, eligible members who meet the required qualifications, as determined by the City, may submit an electronic bid (via email) by delivering or emailing a resume to the Office of the Civil Service Commission, City Hall, room #106 or COB.JOBS@bridgeportct.gov. If submitting electronically, please include the following in the subject line: *"Library Assistant II – Member Name – NAGE Bid."*

DEADLINE TO APPLY IS Wednesday, February 4, 2026. This notice is also available for review on our City's Career Website at www.bridgeportct.gov/careers.

This document serves as general notice as required by NAGE, RI-200 Union contract. The City reserves the right to correct any information which may have been inadvertently misstated.

CLASS CODE: 5105

CLASS TITLE: LIBRARY ASSISTANT II

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

Sub-professional and clerical library work of more than ordinary difficulty and responsibility involving performance and carrying out of more difficult and responsible library clerical tasks and routines at a level requiring prior experience or training in library operations and techniques; performed under general professional supervision.

2. Typical tasks or assignments:

Performs and is generally directly responsible for circulation desk routine; reserves books and explains lending rules; supervises junior assistant and pages in the processing, coding, and shelving of books; performs many of the routine tasks more properly performed by librarians on a relief or training basis; performs a variety of technical tasks requiring considerable skill or knowledge of procedure in any of the major library departments; has charge of a branch library in the librarian's absence.

3. Minimum qualification requirements:

a. As to education, training, and experience:

College graduation with a degree in liberal arts; or graduation from high school and three years of prior experience in a public library at the junior assistant level; or any satisfactory equivalent combination of education and training.

b. As to special knowledge, ability, and skill:

Good knowledge of technical library work and of library practice, policies, and aims.
General knowledge of books and of book classification.
Ability to meet and deal effectively with the general public.
Neat, courteous, and efficient.