

JOB DESCRIPTION

NEW CANAAN LIBRARY MISSION

To inspire lifelong learning through innovation and discovery; to be the information and cultural center of the community.

OUR VALUES

- Commitment
- Service
- Excellence

ROLE PURPOSE

Position is responsible for: Shelving library materials accurately in a timely manner

Key Functional relationships

Internal

- Materials Management Coordinator
- Infrastructure Team
- Circulation Team
- Adult Services Team
- Services to Families Team
- Collections Team

External

- Library Members
- Residents of New Canaan

JOB DESCRIPTION

Deliverables

- Shelf books and other materials in the Adult and Children's departments
- Assist users in locating requested materials
- Answer directional questions
- Assist with other Circulation projects as needed

Accountabilities

- Excellent customer service
- Ability to complete work with accuracy and in a timely manner

Skills & Attributes

- Flexible and able to manage multiple priorities
- Team player with strong communication and interpersonal skills
- Efficient
- Able to work well independently
- Physically able to shelve the books

Competencies

- Strong customer focus
- Attention to detail
- Efficient time management
- Excellent judgment
- Continuous improvement process

SALARY

- \$ 15.00/ hour

REQUIREMENTS

- 10 hours/ week

Interested applicants should send a cover letter and resume to:

Patrice Heubeck: pheubeck@newcanaanlibrary.org