



PO Box 1009
Redding, CT 06875
(203) 938-2545

About

Mark Twain Library

Position: CIRCULATION ASSISTANT

Date Available: **Immediately**

Salary: **\$20/hour (20 hours per week)**

Reports to: **Head of Adult Services and Circulation**

Founded in 1908 by the American writer, humorist, entrepreneur, publisher, and lecturer, Samuel Clemens, the Mark Twain Library provides public library services to the town of Redding, CT.

The Mark Twain Library seeks a customer service-focused part-time circulation assistant to perform general circulation duties and collection work. The ideal candidate will be detail-oriented, self-motivated, and have experience serving the public.

Duties

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- Performs general circulation duties
 - Provides one-on-one technology assistance for patrons
 - Responds to meeting room requests and organizes the meeting room calendar and coordinates room set-up needs
 - Assists patrons in the use of digital library services like Libby, Hoopla and Kanopy
 - Works in cooperation with the Head of Adult Services and Circulation and the Library Director to recommend additions to the adult collection, as well as for deaccession
 - Assists Head of Adult Services and Circulation with local history inquiries and file maintenance
 - Performs opening and closing duties for the Library building when assigned
 - Completes other duties as assigned by the Head of Adult Services and Circulation

Qualifications

- Bachelor's degree and relevant work experience or equivalent combination of education and experience
- Available to work a flexible schedule that includes occasional evenings and weekends
- Effective communication skills
- Ability to work as part of a team
- Strong computer skills with working knowledge of Google Suite and Word
- Ability to lift up to 40 pounds and ability to push and pull carts weighing up to 80 pounds

Apply

Email your resume to Director@MarkTwainLibrary.org

The Mark Twain Library is an equal opportunity employer. We extend equal opportunity to all individuals without regard to race, color, religion, age, gender, marital status, national origin, ancestry, past or present history of mental disorder, learning disability, physical disability (including blindness), sex, genetic information, sexual orientation, gender identity or gender expression, pregnancy, childbirth and related medical conditions or any other status protected under applicable federal, state, or local laws.
