CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN, CT 06510
www.cityofnewhaven.com

POSTED: APRIL 10, 2017
REMOVAL DATE: APRIL 24, 2017

POSITION: LIBRARY AIDE, Part Time (M-1004)(NOT TESTED)

SALARY: **minimum $13.60 PER HOUR**
DEPARTMENT: **LIBRARY SERVICES**
HOURS: **up to 19 HOURS PER WEEK (PART TIME)**
FUNDING: **GENERAL FUNDS**

NATURE OF WORK:
This is a paraprofessional position that involves clerical, materials processing, technology support and circulation tasks and other standard library routines such as shelving, registration, and orientation of patrons to collections and services. Work is performed under the supervision of a higher-level library staff member. Schedule of work is 19 hours per week, primarily on weekends, at Ives or at branches. These vacancies may have an emphasis on technology. Work may include general computer instruction and requires knowledge of various Windows programs, as well as teaching experience.

MINIMUM REQUIREMENTS:
Graduation from high school; and at least one year experience in library, clerical, technical or customer service work, or any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities as stated in the job description, including but not limited to: Knowledge of routine office procedures; Knowledge of computer hardware and software; Knowledge of correct English usage, punctuation, spelling, grammar and vocabulary; Knowledge of the Dewey Decimal System; Ability to file alphabetically and numerically; Ability to make basic arithmetic computations; Ability to understand and follow instructions and to learn related clerical and library tasks within a reasonable time; knowledge of various Windows programs as well as teaching experience.

Applications and job description may be picked up at the Department of Human Resources at 200 Orange St., 1ST Floor, Monday through Friday, 9 A.M. to 5 P.M. Applications and/or resumes must be received by the Department of Human Resources, and are accepted on an ongoing basis. All submissions are reviewed as needed.

Employment is contingent upon the successful completion of: (1) a background check, and (2) a drug screening.

Part Time Position: A person in this Part Time Position is not eligible to receive medical benefits, vacation pay, sick pay, holiday pay, union membership or union contractual benefits. The period of part time employment will not be construed in any way to mean probationary employment.

Please note that our preferred method of communication with applicants is by email. In the application process, please provide us with a valid email address, and ensure that you monitor your email for correspondence from our department.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D
Immigration reform and control act of 1986 requires the hiring of only American Citizens and aliens who are authorized to work in the United States. Please post this announcement in a conspicuous area on the Department bulletin board.