NOTICE OF PROMOTIONAL EXAM

Pursuant to Article VII of the City’s Merit System, there will be a promotional examination for current City of Shelton applicants who apply for the position before the closing date and who meet the prescribed minimum qualifications as stated in the job description for the Library Assistant position for the Shelton Public Libraries.

GENERAL DESCRIPTION: This is a responsible public service position within a public library. The Library Assistant is responsible for the operation and utilization of a computerized circulation system, keeping statistical records and programming within the library. The Library Assistant will serve as the initial contact with the library in person and by phone, presenting and adhering to library board policy. Thorough knowledge, skill and ability in library technical and clerical areas and constant interaction with and providing assistance to the public is required. Skill for general computer troubleshooting for both public and staff is required.

SUPERVISION RECEIVED: Works under the direction of the Library Director and/or the Branch Librarian.

EXAMPLE OF DUTIES: The Library Assistant is responsible for the full range of circulation desk functions and procedures using a computerized circulation system. Must possess or attain a working knowledge of all operational aspects of the library’s automated system. Performs technical service duties including use of a personal computer to enter and retrieve data and for typing reports and booklists. Maintains, prepares set-up and operation of audio-visual equipment and assists patrons with use of copier, public computers, printing, and faxing. Provides assistance for all patrons with Bibliomation software and the use of library apps. Must be able to stand for some prolonged periods and be able to bend, stretch, twist, and lift and move objects of varied sizes and weights (up to 30 lbs.).

KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge and skill to operate and troubleshoot standard library equipment, including computer systems. Considerable knowledge of; basic library materials, procedures, techniques and processes; ability to demonstrate flexibility in response to everyday demands and ability to adapt to changing technology and procedures. Thorough ability to communicate effectively, both orally and in writing. Excellent spelling, grammar and interest in books, periodicals, reference materials and programs and services provided by libraries required. Considerable ability to respond to regular, physical demand of managing weighted items and standing for long periods. Thorough ability to maintain accurate records and to prepare various reports. Considerable skill in keyboard applications and standard filing practices. Considerable ability to establish and maintain an effective working relationship with superiors, associates and the general public.
EDUCATION, EXPERIENCE AND TRAINING: High school diploma plus two (2) years post-secondary school or the equivalent in practical, related experience. Library experience is preferred. Experience with Bibliomation is a plus. A working knowledge of Microsoft Office products such as Word, Excel, Outlook and PowerPoint is required.

CLASSIFICATION: This position is subject to the terms and conditions of the City of Shelton Merit System Job Classification on salary schedule for fiscal year 2021-2022. Classification “10” based on education and experience as described in the job description. Wage range is $31,083 - $55,101 for this position.

HOW TO APPLY: Applicants must complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. Pursuant to Article VII of the Merit System, the qualified candidates will be invited to participate in an oral panel test. A score of the oral test will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will promote.

PROBATIONARY PERIOD: The successful candidate shall be considered probationary for six (6) months following the first day of work in this role for the City of Shelton.

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 p.m. on Friday March 25, 2022 at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484. All applications must be submitted to Human Resources before the closing date.

The position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF