



## City of Shelton Job Posting

**Title: Part-Time Library Assistant -Plumb Memorial Library**

**Hourly Rate: \$17 per hour**

**Hours:** 10 hours per week at the Huntington Branch Library.

**Schedule includes:** Wednesday: 2:00 to 7:00 p.m. and Saturday: 10 a.m. to 3:00 p.m.

### **General Description and Responsibilities:**

Include all circulation procedures and assisting patrons with light reference, readers' advisory and computer help.

### **Knowledge, Skill, and Abilities:**

Must possess good customer service and computer skills. Prior library experience and knowledge of Bibliomation's Evergreen System are helpful.

**Salary:** \$17.00 per hour, with no benefits.

**Send application and resume (including name, addresses and phone numbers of three references) to the Human Resources Dept at: [l.colon@cityofshelton.org](mailto:l.colon@cityofshelton.org)**  
Employee applications are available from the city website: [www.cityofshelton.org](http://www.cityofshelton.org).  
**(City Hall tab and select Human Resources from drop down menu). Applications accepted up to: August 15, 2025.**

This position description is not intended to be a comprehensive listing of all duties and responsibilities and does not constitute a contract of employment.

The City of Shelton is an equal-opportunity employer. EOE/M/F/D/V.