



**TOWN OF FAIRFIELD**  
invites applications for the  
Position of:

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**LIBRARY ASSOCIATE  
CHILDREN'S SERVICES  
FAIRFIELD PUBLIC LIBRARY**

**SALARY:** \$56,413 - \$66,136

**POSITION GRADE:** TH-6

**OPENING DATE:** Sept. 9, 2019

**CLOSING DATE:** Sept. 30, 2019

**DESCRIPTION OF WORK:**

**Nature of Work:** Assist with the implementation of Children's Library services for the public. Provide excellent customer service and strong reader advisory service to young patrons, caretakers and related community partners. Plan and execute quality children and family programs. Provide effective instruction for the use of library resources. Enhance collections and services by applying children's literature knowledge.

**Examples of duties:**

- Works approximately 20-25 hours per week on the public service desk responding to information requests, reader's advisory inquiries and technology assistance/instruction.
- Create and maintain displays; repair of materials; monitor the behavior of children; checking the shelving of materials and the appearance of the department, preregistering patrons for programs, collect and maintain program and department statistical information and other duties assigned by the Supervisor.
- Assist with the use of technology including operation of the online library catalog, workstations, e-readers (including phones and tablets), scanners, printers and any other emerging technologies. Familiarity with STEAM (Science, Technology, Engineering, Arts, Math) education/materials and their use in programming and collection development.
- Under the direction of the Head of Children's Services, identifies community needs and plans and executes programs in response to those needs (including technology programming); participates in outreach opportunities assigned by the Head of Children's Services.
- Actively participates in collection development/promotion and reader's advisory services.
- Assist in marketing of children's services and library programs using InDesign software, library website, social media and other tools.

- Assists teen services as requested by Head of Children's Services
- Carries out additional responsibilities assigned by Head of Children's Services and Town Librarian.

**Required knowledge,**

**Skills and abilities:**

Must have excellent customer service and presentation skills, with a strong working knowledge of children's literature and childhood development. The ability to work independently and apply new technologies in a learning environment.

**Physical Demands and Working Environment:**

Work requires bending, standing, stooping, lifting and reaching high bookshelves for long periods; may require pushing or pulling filled library carts; regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds.

**Work Schedule:**

- 35 hours per week including one (1) evening until 9 pm and one (1) Saturday per month.

**Minimum**

**Qualifications:**

- Bachelor's Degree required.
- Course work in children's literature and/or child development.
- 2 years' work experience with children in an educational setting, library related experience preferred.
- Proficiency in Microsoft Office Suite and use of Social Media platforms.

All interested candidates should submit a completed Town of Fairfield Employment Application, along with a resume and cover letter by September 30, 2019 to:

Town of Fairfield  
Human Resources Department  
Sullivan Independence Hall  
725 Old Post Road  
Fairfield, CT 06824  
(203) 256-3057