

Connecticut State Library
Library Technical Assistant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

Open To: Lateral Transfer or Candidates on current exam list
Position No.: 35067
Location: 1320 Main Street, Willimantic, CT
Schedule: Tuesday – Friday,
Hours: Part time, 30 hour workweek, Mon-Thurs: 8:30am-4:30pm
Salary: \$ 21.78 per hour (AR16)
Closing Date: January 1, 2014

Eligibility Requirement: Candidates must have applied for and passed the Library Technical Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Preferred skills: Demonstrated experience and ability to perform tasks in the following areas:
Manage all circulation functions using an automated system, including check in and out, reserves, bookings, new patron records, running reports, and reQuest ILL.
Answer patron questions about overdue notices, bills, or missing and damaged materials. Assist patrons in locating and using library materials and equipment. Fill requests for specific materials (such as titles on a school's summer reading list or Book Discussion sets).
Supervise and assist the Library Aide during shelving, circulation, materials shipping and ILL duties.
Must be able to handle books throughout the day, must be able to lift 20 pounds.
Maintain books, including jacketing, marking, and labeling. Create custom spine labels.
Retrieve bibliographic information for copy cataloging purposes, enter bibliographic information into the automated library catalog, and attach local information to records.
Create invoices in CoreCT for lost library materials. Receive shipments and maintain purchasing records. Track inventory, place orders, and process payments for all library and office supplies. Process payments for library materials. Schedule office equipment repairs and oversee maintenance contracts. Answer phone. Work independently as part of a small, team oriented staff. Works with individuals who have different work or interpersonal styles. Public library experience required. Knowledge of Millennium ILS desirable. Knowledge of Microsoft Word, Excel, and Outlook (mail and calendar) required.

The official job specification may be viewed at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5973>
The salary plan is available at: <http://das.ct.gov/HRDocs/CompPlans/AR%202013%2008%2026pdf.pdf>

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>)** to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106

Confidential Fax: (860) 622-4921 (preferred method of submission)

OR

Email to DAS.HR.SMART@ct.gov MUST include LTA 35067 (last name) in subject line.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.