

***TOWN OF TOLLAND
POSITION VACANCY***

LIBRARY CIRCULATION ASSISTANT - PART-TIME

The Town of Tolland seeks applications for the position of Library Circulation Assistant. This is a 9-hr/wk job starting salary of \$19.65/hr with no benefits. Work hours are varied during the week including nights and weekends. Work involves responsibility for routine circulation, shelf maintenance and clerical functions using an automated circulation system. Assist patrons in the use of library services and facilities. Min. req.: HS degree or equiv. w/2 yrs. office exp. Ability to make basic math calculations, maintain files and records, collect and organize information and computer exp. is required. Must be able to relate positively to staff members and provide good customer service to the public. Ideal candidate has Library exp. & strong computer skills. Application and job description can be obtained at www.tolland.org under Municipal Services. Call the Town Manager's Office at (860) 871-3600 for questions. All applications are due by 4:00 p.m. November 4, 2015 to 21 Tolland Green, Tolland, CT 06084, attention Mike Wilkinson. EOE/AA