



# humanresources

## SOUTH BURLINGTON

Building excellence to serve our community.

## INTERNAL/EXTERNAL POSTING

### Library Substitute

South Burlington, Vermont

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#### Our Municipality

South Burlington is home to over 18,000 residents and lies at the heart of Chittenden County, Vermont. The second largest city in the state, South Burlington is comprised of five districts rich with residential, economic, and recreation vitality. Annually, more than 150 employees of the municipality serve the community to make it one of the best places to live, work, and visit. Governed by a City Council of five and operated under the direction of a City Manager, South Burlington is in the midst of smart growth with its commitment to building a new urban downtown—City Center. With a 10-year comprehensive plan, the City is a leader in quality and innovation.

#### Job Description

The Library Substitute will carry out routine Circulation Desk duties and will provide a positive and welcoming experience to all Library visitors and assist patrons of all ages in locating library materials. On limited occasions the Library Substitute may be asked to cover for other programs or services. This on-call position, averages 8 hours per month, with occasional periods working 8 hours per week.

*Per Diem. Part-time, no benefits. Schedule will include weekend and evening hours. (See job description for more detail.)*

#### Qualifications & Requirements

- Bachelor's degree with 1 year of customer experience or equivalent.
- Strong communication skills, both verbal and written.
- Ability to learn and apply new computer skills.
- Ability to learn library procedures and apply policies.
- Ability to work with a high degree of accuracy, efficiency, and dependability.
- Ability to bend, stoop, lift, and carry.
- Preference for candidates with prior library or bookstore experience.

Please submit your application to Human Resources by 5 pm on June 15, 2018.