



## Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071  
[www.portlandct.org](http://www.portlandct.org) ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714  
Equal Opportunity Provider and Employer  
**Office of the First Selectman**

### Reference Librarian / Librarian I, Part-Time

Town of Portland, Connecticut (EOE)

**Deadline: 5/4/2026**

Email Town General Employment Application to: [mceppaglia@portlandct.org](mailto:mceppaglia@portlandct.org)

Or mail to: First Selectman's Office, P.O. Box 71, Portland, CT 06480-0071

Classification: Part-time, non-exempt

Weekly Hours: up to 14 hours per week (Mon-Sat), primarily for evening & Saturday public service, including two evenings per week; Tues & Wed (5:00-8:00pm) & 3 Saturdays per month (9:00am-3:00pm). Additional shifts/hours may be available for special programs or public service coverage needs.

Wage Range: \$30.38 to \$35.14 (starts at base pay)

Benefits: limited benefits (PA 11-52 Paid Sick Leave); MEUI Library Unit union

Projected start: May 26, 2026

Part-time position for energetic and organized person for reference/information services. Assists library patrons at the front desk, over the phone or email. Flexibility in scheduling is required. Subject to criminal history background check and pre-employment drug/alcohol testing. All qualified applicants will be considered for employment without regard to race, color, religion, sex, or national origin.

**Qualifications:** MLS, experience with Reader's Advisory desirable; demonstrated computer skills; organizational abilities; must have valid driver's license, physical dexterity and visual acuity.

#### **Example of Duties:**

- Acts as the "Person-In-Charge" of the library on evenings and Saturdays as assigned; prepares desk and library facilities for operation, and performs closing procedures during evening and Saturday shifts.
- Provides service at the Front Desk assists patrons of all ages as assigned, including one-on-one technology assistance and training for the public, with printers, copy and fax machine, use of the internet, word processing, and other commonly used software on both library and personal devices.
- Possesses the ability to use required library equipment, including multi-media/AV equipment.
- Participates in library staff meetings and other committees as appropriate.
- May prepare newsletters, booklists or flyers.
- May select materials within a budget and performs collection maintenance for assigned areas.
- May be asked to plan and lead programs for adults (book discussions, etc.)
- May participate in preservation and related activities to ensure access to Portland historical materials.