Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071
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: 11/17/2026

Email Town General Employment Application to: *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, primarily for evening & Saturday public service, including two evenings per week; Tues & Thurs (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:	Paid Sick Leave (PA 11-52), Union Floating Holiday; MEUI Library Unit union membership
Projected start:	12/15/2026

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.