

EASTON PUBLIC LIBRARY JOB POSTING

Library Assistant - Computer Services/Social Media

Easton Public Library is offering a challenging and rewarding position. The library assistant will provide expertise in the implementation and maintenance of the library's social media program, website and public relations in order to emphasize library services that are available to our patrons using both traditional and virtual communication outlets.

Duties include: social media programs and website implementation and maintenance; create original content for social media, website, press releases, online newsletters, brochures, flyers, etc., train/instruct patrons (one-on-one or as a group) and staff in the use of emerging technologies, (including downloading e-books, audiobooks, online databases, and use of electronic devices such as tablets and e-readers) and computer equipment and software including OPAC and internet searching, work at circulation desk

Minimum qualifications include:

Demonstrated knowledge and proficiency in current and emerging technologies; strong writing and good editorial judgment; adept at identifying and crafting content; ability to learn new technologies quickly and autonomously; ability to acquire and keep current skill with new virtual trends and technologies in libraries; instructional skills and experience; ability to give clear presentations; team player who is innovative and adaptable; ability to establish and maintain effective working relationships with supervisors, associates, subordinates and the general public.

Bachelor's Degree in computer studies, marketing or a related field a plus and two years experience working in libraries or any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This is a full-time position and includes benefits. Hourly rate is \$20.20 for a 36 hour work week.

Send cover letter, resume and three professional references to Lynn Zaffino, Assistant Director, Easton Public Library, PO Box 2, Easton, CT 06612 or by email to lzaffino@eastonlibrary.org by May 11, 2016.