

Circulation Library Assistant, Lawrence Library, Pepperell

The Lawrence Library seeks a creative person with a strong customer service orientation and ability to multitask to work Fridays, three evenings and three Saturdays a month. Duties listed below are intended as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Checks items in and out for patrons.
- Registers patrons for library cards, communicates policies to patrons, fills patrons' requests or holds, issues fees/fines.
- Answers telephone, addresses patron questions, assists with the copier, scanner, and fax machines, general shelving duties.

Tentative work schedule is three weekday afternoon/evenings, every Friday, Saturdays (10am – 2pm) three times a month.

Qualifications

Bachelor Degree or equivalent work experience. Individuals must demonstrate clear verbal and written communications, strong computer literacy, excellent people skills, and possess a demeanor of accessibility and helpfulness. Ability to work both independently and as a team member. Must be physically capable of loading and unloading books into bins for transport. Experience in a library setting and familiarity with the Evergreen system are a plus.

Full/Part Time - Part Time with benefits (average 24 hours/week), union position.

Education - BA/BS preferred or equivalent work experience

Salary - \$20.54 per hour (Union Compensation Plan, Grade C, Step 1)

Closing Date - until filled

**Send resumes to: Deb Spratt dspratt@cwmar.org
Lawrence Library, 15 Main Street, Pepperell, MA 01463**