

Circulation Assistant: Part-time

Job Description: The Norton Public Library is seeking a friendly, helpful customer-service oriented person to work at our circulation desk. Desk staff duties include greeting library users and performing all circulation desk activities, answering phone calls, assisting patrons with library resources and technology, and answering directional and other basic questions. Duties also include assisting with collection maintenance, including shelving, shelf reading, cleaning, emptying book drop and searching for items in the collection. This is a part-time non-benefited position. The ideal candidate will have flexibility, dependability and be detailed-oriented.

16.5 hours per week including evening hours and being part of Saturday rotation. Saturday hours are additional to the regular schedule.

Hours: Tuesday 9-2:30, Thursday 2:30-7:30, Friday 9-3. (Saturday hours 9-3.)

Job Qualifications: Computer skills and an ability to master the library's automated library system is crucial. Library user and experience with the SAILS network catalog a plus. Proven public service skills and ability and desire to work effectively with patrons of diverse backgrounds with a wide variety of needs and abilities.

Minimum Education: High School Diploma

Salary: \$17.13 per hour

Closing Date: Until position filled

Contact Information: Please send cover letter and application to:

Amanda Viana
Norton Public Library
68 E. Main St.
Norton, MA 02766

Or email nortonlibrary@sailsinc.org

Visit www.nortonlibrary.org/employment for application