

Groveland, MA - Langley-Adams Library is looking to fill a part time Library Assistant position. This position is for 18.5 hours a week and requires alternating Saturdays and hours throughout the workweek, including at least one night per week. The pay rate is \$16.18/hr with no benefits.

Applicants should be able to work as a team, but also have the ability to take on projects assigned by the Library Director, Youth Services Librarian, or the Adult Services Librarian. Applicants should also be able to work with the public and adapt to new technology, software, procedures and policies.

Regular duties include interacting with patrons at the circulation desk, processing and cataloging new items, processing interlibrary loan materials, and other clerical work. Other odd jobs may include preparing crafts for story times, displays, bulletin boards, writing reviews of books or other materials, shelf reading, and more.

Please send a cover letter, resume, and references to [apply@grovelandma.com](mailto:apply@grovelandma.com).

Groveland is an Equal Opportunity Employer.



## TOWN OF GROVELAND

Job Title: Library Assistant

Department: Langley-Adams Library

Supervisor: Library Director

Hours Worked: Part-Time up to 18.5 hours/week, including nights and weekends

Salary Range: \$16.18/hr

Date: August 17, 2022

### **General Responsibility**

Under the direction of the Library Director, the Library Assistant participates in daily library activities, provides exceptional customer service to patrons, and assists staff with programs at the Langley-Adams Library.

### **Supervision Received:**

Works under the general supervision of the Library Director.

### **Supervision Exercised:**

None.

### **Essential Functions**

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)*

### **Duties**

- Participate in the daily activities of the library, specifically including circulation and technical services;
- Update social media sites, library website, and online advertising;
- Process new materials into the collection; maintain the collection in good order and optimum accessibility by shelving, reshelving, and shifting as necessary;
- Register new patrons;
- Maintain bibliographic records;
- Assist the Youth Services librarian and Adult Services coordinator with programs;
- Process incoming and outgoing interlibrary loan materials;
- Other related duties as requested by the Director.

### **Knowledge, Ability, and Skills:**

Must be adept at a variety of software programs, including word processing, internet applications, online resources, and particularly social media. Must have an aptitude for working with people; successfully communicating with patrons and staff, in both verbal and written forms. Must have organizational skills; ability to exercise judgment; ability to manage multiple tasks in a detailed and accurate manner. Must be able to make contributions to overall library operations; able to work independently as well as with others; be highly self-motivated, creative, and flexible with the ability to prioritize tasks.

Expected to have a professional appearance; have regular and punctual attendance; and possess a cheerful demeanor. A CORI check will be required for the successful candidate.

**Physical Requirements/Work Location:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions*

**Work Location:** Langley-Adams Library

This position will be located in the Langley-Adams Library. Work is conducted in normal library settings. Hours of work are during normal hours of operation and do include nights and weekends.

**Working Conditions & Physical Demands:**

Occasional lifting and/or moving up to 40 pounds. Noise level is generally quiet. While performing the duties of this job, the employee is frequently required to sit, stand, walk short to moderate distances, talk, listen, hear, and use hands to operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, or crouch, and the work requires the ability to bend, lift, reach, and push book carts.

The working conditions & physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Qualifications:**

Good keyboarding skills with moderate speed and excellent accuracy. A high level of computer competency including proficiency in Microsoft Word and Excel. Excellent verbal, written, telephone, and interpersonal skills. Ability to maintain accuracy in work with highly detailed bibliographic and patron records. Ability to work with frequent interruptions. Ability to understand, apply, and explain local library and network policies, procedures, rules, regulations, and guidelines. Ability to work independently. Prior public library experience preferred; experience with the Dewey Decimal System and SirsiDynix Symphony ILS preferred.

**Special Requirements:** None

**Non-Discrimination Clause:**

No individual shall be denied any rights guaranteed pursuant to local, state, and/or federal law on the basis of race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

**The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and/or requirements of the job change.**

**Updated August 2022**