

## **POSITION OPENING**

### **TOWN OF NORTHBRIDGE WHITINSVILLE SOCIAL LIBRARY SENIOR LIBRARY ASSISTANT - PART TIME**

The Town of Northbridge is seeking candidates for a part-time Senior Library Assistant at Whitinsville Social Library. Schedule includes no more than 19.5 hours per week, some evenings, and one Saturday a month. Starting pay is \$19.39 per hour.

This position is part of a supervisory group that performs and shares various tasks covering most functional areas of the library, such as circulation management, interlibrary loans, material processing, collection development, programming, and marketing.

Responsibilities also include supervising other staff and volunteers and assuming responsibility for the library in the absence of the Library Director. This position requires performing customary Library Assistant tasks as needed: providing in-person, telephone and email customer service to library patrons; processing incoming and outgoing deliveries; shelving books; and promoting library services.

This is an opportunity for a seasoned paraprofessional, pre-professional, or current MLIS student to increase their experience across many functional areas of a mid-size public library.

#### **Required Qualifications:**

- High school diploma
- One year experience in an automated library in a customer-facing position
- Excellent customer service
- Experience with Evergreen or another integrated library system
- Experience with downloadable media and mobile devices (ex: smartphones, tablets)
- Experience with personal computers and browsers
- Experience with word processing software and email
- Ability to understand alpha-numeric organizational schemes
- Must be able to lift a minimum of 30 pounds, stand for up to 5 hours, repeatedly bend and stoop to reach shelves, and work under noisy conditions for up to 1 hour.

#### **Preferred Qualification**

- Wide-ranging and avid reader
- Current library user
- Supervisor experience

Interested applicants must submit a completed Town of Northbridge employment application at <https://tinyurl.com/NorthbridgeApplication> and cover letter to: Rebecca Sasseville, Library Director at [rsasseville@cwmars.org](mailto:rsasseville@cwmars.org).

**Deadline to apply is Monday, October 31, 2022, by midnight.**

Interviews will begin before application deadline.

The Town of Northbridge is an Affirmative Action/Equal Opportunity Employer.