

Promotional ☐
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Please Post:
9/27/16

NOTICE OF VACANCY

DEPARTMENT: GALE FREE LIBRARY
JOB CLASSIFICATION: PART TIME CIRCULATION ASSISTANT #3705
SALARY RANGE: \$15.92/HOUR
HOURS: 18 HOURS/WEEK

TOWN OF HOLDEN
Position Description
FLSA: Non-Exempt

Position Title: **Circulation Assistant PT 3705** Department: Library

Reports To: Head of Circulation Date: September 2016

Under the direction of the Head of Circulation Services, the Circulation Assistant performs specialized library tasks and routine clerical tasks which support the effective operation of the Circulation department.

DUTIES:

Standard duties:

- Uses established circulation procedures to provide friendly and efficient circulation services to library users. Knowledge of Evergreen or other catalog software a plus.
- Maintains library collections in good order by following standard practices for shelving, shelf-reading and collection upkeep.
- Assists public with basic information about library services and programs in person and by telephone; routes calls to other responsible staff.
- Accepts assignment to empty book drop when library is closed.
- Assists Head of Reference Services by monitoring use of Local History Room.
- Assists with training and supervision of volunteers.
- Notify patrons of outstanding fines. Collect fines from patrons at the desk, and/or make adjustments to fines as appropriate.

Assigned duties: Circulation assistants receive assignments for a variety of support activities. Such assignments may be:

- Sort and route mail.
- Maintain serials records files and resolve problems with subscriptions.
- Encourage return of materials held overdue by methods including reminder notices and billing.
- Process library materials for public use, under the supervision of the head of Technical Services.
- Maintain patron registration records.
- Other clerical/technical tasks as assigned.

REQUIREMENTS AND QUALIFICATIONS:

- Demonstrated ability to work well with public and staff.
- Experience with library catalog software
- General office and organizational skills.
- Education: Associate's Degree or higher
- Experience: Background in public service and book repair is desirable.
- Required to work an evening and weekends on a rotating schedule.

WORKING CONDITIONS:

- Works in normal office and library environment.
- Requires frequent periods of standing; includes sitting, walking, reaching, stooping, lifting.
- Operates a variety of office equipment requiring eye-hand coordination including computer terminals.
- Ability to move loaded book trucks, reach all shelves, rearrange metal shelving, carry books and other items; ability to stand, walk, crouch, reach, stoop, sit; ability to talk, hear, use close and distant vision, depth perception, adjust to focus; ability to read, write.

- Occasional travel is required to attend meetings, workshops, etc.

APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER, STARBARD BUILDING, 1204 MAIN STREET, HOLDEN MA 01520 or visit www.holdenma.gov Employment Opportunities.
CLOSING DATE FOR APPLICATIONS: 10/7/16

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED