



EAST LONGMEADOW PUBLIC LIBRARY

Position Vacancy for Circulation Assistant, Part-Time (21 hours/week)

Date: December 3, 2018

Due to a promotion, the following position is available at East Longmeadow Public Library.

Position Vacancy – Circulation Assistant, Part-Time

A part-time position is available in our busy, customer service focused circulation department. Duties include, but are not limited to: registering new borrowers, checking items in and out, and processing interlibrary loans. A minimum of 2 years of college is preferred along with equivalent relevant library experience. One evening each week and some Saturday hours each month are required. Must possess excellent inter-personal skills and have a demonstrated commitment to excellent customer service. An understanding of current library procedures and organization, good verbal and written communications skills, and attention to detail are preferred. Prior public library experience is highly desirable. Must be able to adapt quickly and easily to rapidly changing circumstances, and maintain a pleasant demeanor when working with both children and adults. Ability to bend and reach in order to shelve books on high and low book stacks.

Familiarity with CW Mars' policies and procedures and Evergreen intergrated library system highly preferred. Must be proficient in computer and internet use and comfortable learning new technologies. The ability to work as part of a team is essential. The desired candidate must be flexible, as well as detail-oriented. Hiring is contingent upon successful completion of a pre-employment physical and CORI background check.

Town Employees' Union position, GRADE A; starting salary step minimum is currently \$15.30/hr. Pro-rated town benefits are included.

Deadline to apply: open until filled

To apply, submit a letter of interest, résumé & 3 professional references to layla.johnston@eastlongmeadowma.gov or by mail to Library Director, Town of East Longmeadow, 60 Center Square, East Longmeadow, MA 01028. Applicants should also submit the Town of East Longmeadow employment application available here: <http://www.eastlongmeadowma.gov/DocumentCenter/View/700>.

No phone calls, please.

AA/EOE

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www.eastlongmeadowlibrary.org