
TOWN OF MEDWAY

JOB POSTING

LIBRARY ASSISTANT I

The Medway Public Library is hiring for a part-time Library Assistant. The hours for this position will be approximately 12 hours /week, including ten 4-hr Saturday shifts from September-June. This position involves circulation, clerical and computer-related duties. The working hours for this position will be primarily Monday and Tuesday afternoons/evenings and the aforementioned Saturdays.

Duties – This position works under the direction of the Library Director. The Library Assistant will staff the circulation desk, charge, and discharge library materials, enter patron registrations, and collect overdue fines. Respond to patron inquiries in person and by telephone, provide readers' advisory services, and assist patrons in the use of library technology. Create promotional materials for library programs and post materials on the library website and social media. Respond to interlibrary loan requests. Other duties as assigned.

Education and Experience – High School Diploma or equivalent. General knowledge of library principles and practices.

Knowledge, Ability and Skill – Effective interpersonal and communication skills. Proficiency with spoken and written English. Punctuality and reliable attendance. Working knowledge of Microsoft Office products and navigation of the Internet. Ability to learn and adapt to new and changing technologies. Flexibility in emergency staffing situations.

Date of Posting: May 26, 2021

Salary: \$16.39/hour. Not benefited

Closing Date: June 5, 2021

Please send cover letter and resume to Human Resources Coordinator, Town Hall, 155 Village Street, Medway MA 02053 or kbird@townofmedway.org

To be posted at: Town Hall, Fire Station I and II, Library, Highway, Police Station