

CHELMSFORD PUBLIC LIBRARY
JOB OPENING

Posting Date: August 29, 2025

Position: Library Assistant

Department: Borrower Services

Salary: Starting rate: \$22.7167

Hours: 18 hours per week, 3 evenings per week and every Saturday

Closing Date: Position open till filled; Priority given to applications received by September 10th

Library Assistant:

Responsibilities include: Provide positive, courteous service to the public in a team-oriented environment to ensure a high level of customer satisfaction; work at the Borrower Services Desk, including checking materials in and out to patrons, organizing patron reserves, answering the telephone and directing calls, and registering new borrowers; assist patrons with copier; assist patrons in locating materials; answer patron questions; maintain the highest level of patron confidentiality; reserve and distribute museum passes using online software; maintain proper order in collection by reading shelves; other duties as requested. Work may include shifts at the Main Library, the MacKay Branch Library, and the Pop-Up Library.

Physical Requirements: Moderate to considerable physical activity, substantial lifting and carrying, pushing or pulling a carts weighing up to 100 pounds, using a stepladder or stepstool.

WORK SCHEDULE

Tuesday, Wednesday, and Thursday from 5:00 PM to 8:30 PM
Saturdays 9:00 AM-to 5:00 PM

Candidates must be able to adapt smoothly to patron demands and should enjoy interacting with people of all ages. Four-year college degree and/or experience working in a public library preferred. Familiarity with SirsiDynix Symphony ILS a plus.

If you are interested in this position, please submit your cover letter and resume to Nancy McColm nmccolm@chelmsfordlibrary.org

The Town of Chelmsford is an EEO/AA Employer.