

CHELMSFORD PUBLIC LIBRARY

JOB OPENING

Posting Date: March 12, 2024

Position: Substitute Library Assistant

Department: Borrower Services

Rate: \$18.4875 hr. (Time and a half for Sundays)

Hours: as needed

Starting Date: Position open until filled

LIBRARY ASSISTANT:

The Chelmsford Public Library is looking for qualified applicants to join our team as a Substitute Library Assistant for the Borrower Services Department.

Duties: Provide positive, courteous service to the public in a team-oriented environment to ensure a high level of customer satisfaction; work at the Circulation Desk, including checking materials in and out to patrons, organizing patron reserves, registering new patrons; answering the telephone; assist patrons in finding materials; answer patron questions; maintain highest level of patron confidentiality; reserve and distribute museum passes; maintain proper order in collection by reading shelves; other duties as requested.

Minimum requirements and training: Prior experience working in a borrower services/circulation department is necessary. Experience using the Workflows ILS is a plus. Must be able to lift 25lbs, push a cart full of books, bend, stand, and reach.

Schedule: As needed, mostly at night and on weekends. Ability to work weekday days, is a plus.

To Apply: Please send cover letter and resume to Lesley Kimball, Library Director, at lkimball@chelmsfordlibrary.org. The Town of Chelmsford is an EEO/AA Employer.