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.