

**Job Posting  
Town of Topsfield  
May 18, 2016**

**Position Title:** Part Time Library Assistant – Children’s/Young Adult

**Department:** Library

**Job Duties:**

The library assistant provides excellent customer assistance to library patrons including: conducting reference interviews at the Children’s information desk, responding to requests for information by phone, fax, or email. Guides library users, especially children and teens, in the use of reference materials, on-line catalog, digital materials, word processing, and special aids. Conducts readers’ advisory service for parents and children. May conduct story times and special programs. Assists with displays and exhibits in the Children’s and Teen Rooms. Creates bibliographies, fliers, brochures, and other promotional material using MS Publisher and MS Word. Shelves books. Understands and enforces library policies. May undertake special projects and committee work at the request of the Department Head or Library Director. Must enjoy working with children and teens. Must be able to tolerate noise and a certain amount of chaos. Position provides coverage in other library departments when necessary.

**Qualifications Required at Hire :**

Associate degree; two years of related library work experience. The successful candidate will have excellent communication skills, be detail oriented, computer savvy, work well with the public and other library staff, and be able to solve problems and work independently. Working knowledge of Evergreen (library ILS) a plus.

**Status:**

15 hours per week may include one evening a week, some Saturdays, and Sundays. Non-benefited position.

**Compensation:**

Offer made dependent on experience and qualifications. Minimum starting wage is \$17.73 per hour.

**How to Apply:**

Interested applicants should submit a resume to Laura Zalewski, Director, Topsfield Town Library, 1 South Common Street, Topsfield, MA 01983, or by email – [lzalewski@mvlc.org](mailto:lzalewski@mvlc.org).

Position anticipated to be available June 1, 2016