

**Job Posting – 5/9/2016
Town of Topsfield**

Position Title: Part Time Library Assistant

Department: Library

Job Duties:

The library assistant provides excellent customer assistance to library patrons including: conducting reference interviews at the reference desk, responding to requests for information by phone, email, or fax, and conducting readers' advisory service. Requests materials from other library through interlibrary loan. Guides library users in the use of the on-line catalog, Internet, word processing, reference materials, and special aids. Maintains and compiles statistics as required. Designs displays, exhibits, bibliographies, and other public relations materials. Prepares flyers, brochures, newsletters, and other promotional materials. Shelves books. May undertake special projects and committee work at the request of the Department Head or Library Director. 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 tech savvy and detail oriented, work well with the public and other library staff, be a problem solver, and work independently. Working knowledge of Evergreen a plus.

Status:

15 hours per week including a Saturday rotation, possible Sunday rotation and one evening a week. Non-benefit position.

Compensation:

Offer made dependent on experience and qualifications. Minimum starting wage is \$17.73 - \$18.73 per hour, DOQ.

How to Apply:

Interested applicants should submit a cover letter, resume, and three references to Laura Zalewski, Director, lzalewski@mvlc.org.