



Wilmington Memorial Library Library Associate Part-Time

Unit: Non-Union

Reporting To: Library Director or Designee

Wages: \$22.25/ Hourly

Hours: 12-19 hours per week, including nights and a required Saturday rotation

Location: Wilmington Memorial Library, 175 Middlesex Ave, Wilmington, MA 01887

Application Deadline: Position open until filled

Definition

Paraprofessional librarian position responsible for work that supports the effective and efficient operation of the public library.

Essential Functions

Works independently under the general supervision of department head.

- Provides excellent customer service and helps maintain a welcoming environment for patrons using the library.
- Performs a variety of tasks at the public service desk including answering the telephone, checking in and out library materials, registering patrons for library cards, programs, museum passes, etc.
- Provides reference and reader's advisory services; using library's catalog and/or a variety of online tools to locate requested information or reading material.
- Assists patrons in the use of library's databases and electronic resources including how to download content to mobile devices.
- Assist patrons with computers, printers, copiers and other library equipment; troubleshoots as needed.
- Promotes library services and programs; explains library policies in a clear and courteous manner.

Other Duties

- Does shelving, shelf reading, filing and other collection maintenance duties as assigned.
- May assist in planning and presenting programs.
- Works at either first floor or second floor service desk as assigned.
- Assumes responsibility for the floor and/or library building in the absence of senior staff.

Minimum Qualifications

- 1 year of customer service experience; or a combination of relevant education and experience.
- Working knowledge of computer applications and current technologies; basic internet searching skills.
- Ability to set priorities and complete projects independently.
- Ability to collaborate and work as a member of a team.
- Excellent interpersonal, communication and public relations skills.
- Strong commitment to excellent customer service.

Preferred Qualifications

- Bachelor's degree and 2 years of library experience; or a combination of relevant education and experience.
- General knowledge of popular and classic literature and interest in reading and books.

Job Environment

Work assignments include evening and weekend shifts as assigned. Work is generally performed inside a building. Work environment is characteristic of an office environment, with even walking surfaces and generally low noise levels. Noise levels may be elevated during busy periods and/or during programs that may be scheduled in the building.

Physical Requirements

The work is generally of an intellectual nature. While performing the functions of this job, the employee is required to stand and sit for prolonged periods. Frequently required use of hands to finger, handle, or feel objects; reaches with hands and arms, bends, stoops, kneels, and/or crouches. Specific vision abilities required include close and medium distance vision and the ability to adjust focus. Must be able to hear normal sounds, distinguish sound as voice and communicate through human speech. Required to lift and carry equipment and supplies weighing up to 50 pounds, and push a cart which at full load may be up to 300 pounds. This position requires the ability to operate a keyboard, computer mouse, telephone, fax, copier, writing tools, scissors and other standard office equipment.

EOE

To Apply:

Submit resume, cover letter and **completed application** to:

Town Manager's Office

121 Glen Road

Wilmington, MA 01887

or via email at:

jobs@wilmingtonma.gov

If submitting by email please use "Position: Library Associate Part-Time" in the subject. Resume, cover letter and completed application may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically and in a file type other than PDF.