



WILMINGTON MEMORIAL LIBRARY PART-TIME LIBRARY ASSOCIATE

Unit: Non-Union, Non-Benefit Eligible

Reporting To: Library Director or designee

Wages: \$21.50/hour

Hours: 17-19 Hours per week, Monday – Friday, with regular morning, afternoon, and evening shifts. Schedule includes rotating Saturdays.

Location: Wilmington Memorial Library

Application Deadline: 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 OPAC 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.
- Verbally 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

- Bachelor's degree and a minimum of 2 years of library experience; or a combination of relevant education and experience.
- Working knowledge of computer applications and current technologies; basic internet searching skills.
- General knowledge of popular and classic literature and interest in reading and books.
- 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.

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.

To Apply:

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

Susan L. Inman
Assistant Town Manager/Human Resources Director
Town Manager's Office
Town of Wilmington
121 Glen Road
Wilmington, MA 01887-3597

or via email at:

jobs@wilmingtonma.gov

If submitting by email, please use "Part-Time Library Associate" 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 in a file type other than PDF.

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