



HOLBROOK PUBLIC LIBRARY

2 Plymouth Street
Holbrook, Massachusetts 02343
(781) 767-3644 • Fax (781) 767-5721

TOWN CLERK

JUN 6 AM 9:39 '18

HOLBROOK

Job Posting: Part-time Library Assistant

Basic Function:

Performs a variety of tasks including checking library materials in and out, registering new borrowers using the OCLN computer network, assisting patrons in person and over the phone with circulation issues such as reviewing library accounts, placing holds, and renewing books. Assists patrons with basic technology help such as photocopying, printing and logging onto computers. Prepares new materials for circulation; helps maintain collection through shelving, shelf reading, and weeding. Performs other related library duties as assigned. This is a part-time (30 hours per week) union position with benefits.

Qualifications:

Some college coursework preferred. High school diploma/equivalency required. The successful candidate must have excellent customer service and interpersonal skills, and work well with a wide variety of patrons and library staff. Current computer skills are necessary. Candidate must be able to work a flexible schedule; which may include mornings, afternoons, evenings, and Saturdays. Must have physical ability to stand for long periods of time, bend, reach, stoop, push a book cart, and lift up to 25lbs. Library experience preferred.

Position available: Immediately.

Current Salary: \$15.03/hr

Submit cover letter of application and resume to:

Donald Colon, Library Director
dcolon@ocln.org

Closing date: Until position filled.

Town of Holbrook is an equal opportunity/affirmative action employer.