



Georgetown Peabody Library Saturday Library Technician

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DESCRIPTION:

Para-professional technical position reporting to the Library Director, Children's Room providing Circulation, Reference and Inter-Library Loan assistance to the public. Position is part-time.

RESPONSIBILITIES:

- Provide full range of Circulation operations including patron database management.
- Provide limited range of Reference duties including research, teaching the use of the online catalog and internet access, reader's advisory, and information referral.
- Provide limited range of Inter-Library Loan operations including requesting, sending and receiving materials from other libraries.
- Other duties as assigned by Library Director, or designee

QUALIFICATIONS:

Bachelor's degree required with a minimum of one year experience working in a library setting.

SKILLS:

Proven ability and desire to work effectively with the public. Strong interpersonal, written and verbal communication skills. Experience with the use of the Internet, social media, databases and library systems (SirsiDynix Symphony preferred). Ability to work independently and as a team member. Detailed oriented and exhibits considerable judgment skills. Knowledge of computers, operating systems, and other technology equipment; ability to perform basic tasks and troubleshooting such as installing software, resolving printing issues, etc.

PHYSICAL REQUIREMENTS:

Able to lift a minimum of ten pounds, to reach all library shelving with aid of step ladder and to stand for a minimum of four hours.

COMPENSATION AND HOURS:

\$16.7284 per hour

Saturdays 9am-1pm from September to June. Potential for other hours if coverage is needed.

CLOSING DATE:

Open until filled. Position available immediately.

Send letter of interest and resume to scognata@georgetownpl.org (preferred) or to Sarah Cognata, Library Director, 2 Maple Street, Georgetown, MA 01833.