



Norton Public Library

Circulation Assistant: Part-time

Job Description: The Norton Public Library is seeking a friendly, helpful customer-service oriented person to work at our circulation desk. Desk staff duties include greeting library users and performing all circulation desk activities, answering phone calls, assisting patrons with library resources and technology, and answering directional and other basic questions. Duties also include assisting with collection maintenance, including shelving, shelf reading, cleaning, emptying book drop and searching for items in the collection. This is a part-time non-benefited position. The ideal candidate will have flexibility, dependability and be detailed-oriented. This position is for two 5-hour regularly-scheduled shifts (one day/one evening per week) as well as some Saturday hours each month. 10 hours per week with possibility of additional hours.

Job Qualifications: Computer skills and an ability to master the library's automated library system is crucial. Library user and experience with our network catalog a plus. Proven public service skills and ability and desire to work effectively with patrons of diverse backgrounds with a wide variety of needs and abilities.

Minimum Education: High School Diploma

Salary: \$14.43/hour

Closing Date: November 25, 2019 or until position filled

Contact Information: Please send *cover letter and application* to:

Lee Parker, Director
Norton Public Library
68 E. Main St.
Norton, MA 02766

Or email nortonlibrary@sailsinc.org

Visit nortonlibrary.org/employment for application