



Beaman Memorial Public Library

8 Newton Street

West Boylston, Massachusetts 01583-1622

Phone: (508) 835-3711 Fax: (508) 835-4770 TTY: (508) 835-4936

The Town of West Boylston is accepting applications for a part-time, non-benefited, Library Assistant.

LIBRARY ASSISTANT: Opening for a part-time position (approximately 6 hours per week including one morning and one evening per week and one Saturday per month) at the Beaman Memorial Public Library.

RESPONSIBILITIES: Library Assistants are responsible for the provision of a wide range of circulation and reference services in support of department operations in both the Adult and Children's Departments. Employees are required to perform all similar or related duties.

The successful candidate will assist patrons at circulation desks, process new material and facilitate interlibrary loans and resource sharing and will possess excellent interpersonal skills and demonstrated experience working with the public as well as excellent organizational skills. Candidate must have excellent customer service skills.

REQUIREMENTS: Minimum of an Associate's degree; one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Preference will be given to candidates with demonstrated knowledge of databases and library systems (Evergreen, preferred), internet research skills, and the ability to instruct the public in common Office applications.

STARTING PAY RATE: \$14.08

APPLICATION: Please send completed job application found at <http://www.westboylston-ma.gov/town-administrator/pages/job-opportunities> cover letter, resume and the names of three references to Anna Shaw, Beaman Memorial Public Library, 8 Newton Street, West Boylston, MA 01583, (508) 835-3711 or via email at ashaw@cwmars.org.

DEADLINE: Position open until filled. EOE

The Beaman Memorial Public Library is an equal opportunity provider.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410.