



Beaman Memorial Public Library
8 Newton Street, West Boylston, Massachusetts 01583-1622
www.beamanlibrary.org | beaman@cwmars.org | 508-835-3711

The Beaman Memorial Public Library is accepting applications for substitute, non-benefited Library Assistants.

The position does not have a regular schedule or set number of hours and will work on an as-needed basis, not to exceed 19 hours per week. Position may work daytime, evening, and Saturday hours.

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 on the phone, by email, virtually, and in person. They work primarily at the circulation desks, check out materials, answer reference questions, process new materials, and facilitate interlibrary loans. They will have excellent interpersonal skills, demonstrated experience working with the public as well as excellent organizational skills, attention to detail and ability to work independently. Candidates must have outstanding customer service skills with the ability to communicate effectively.

Minimum of an associate degree; one year of 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 Microsoft Office and Google Suite applications.

STARTING PAY RATE: \$19.65

Applications reviewed on a rolling basis, position open until filled.

APPLICATION:

Application for Employment found at:

<https://www.westboylston-ma.gov/town-administrator/files/application-employment>

Please submit cover letter, resume, and complete application to:

Michael Long, Library Director
Beaman Memorial Public Library
8 Newton Street
West Boylston, MA 01583
(508) 835-3711
m-long@cwmars.org