

Job Posting

Townsend Public Library

Library Tech

January 2023

The Townsend Public Library is seeking a creative and energetic library tech. to work 3 evenings a week and 2 weekends a month. Additional availability required to cover vacations, leaves of absence, personal time, staff illnesses and/or other times during normal library operating hours. Hours will not exceed 19 per week. Pay is \$18.05 per hour. This is a non-union, non-benefited position.

Qualifications: Candidates must have a high school diploma or bachelor's degree from a recognized college or university, or equivalent public library experience. Other qualifications:

- This position requires evening and weekend availability.
- Must have excellent customer service skills, including ability to establish good rapport with patrons of all ages, while promoting a positive and enthusiastic environment.
- Must have excellent written and verbal communication skills.
- Must have strong computer skills, ability to troubleshoot basic software issues and assist patrons in need.
- Must have knowledge of social media.
- Must be comfortable with and prepared to work in all areas of the library.

Responsibilities include, but are not limited to:

- Perform routine circulation tasks.
- Perform reference and readers advisory services to students, parents and teachers using print and non-print resources.
- Participate in library programming and events.
- Attend meetings as required.
- Must be comfortable learning new technologies.
- Perform other functions and projects as necessary.

Physical aspects of this position include, but are not limited to: standing, moving, sitting, manual dexterity required to operate office equipment (i.e. computer, copier), climbing and descending steps, and lifting up to 35 lbs.; ability to push/pull loaded carts.

Position will remain open until filled. Apply to: Stacy Schuttler, Library Director, Townsend Public Library, 12 Dudley Rd, Townsend MA 01469 or via email sschuttler@cwmares.org