

HOLLISTON PUBLIC LIBRARY
PART-TIME LIBRARY CATALOGER

The Holliston Public Library is seeking applicants for the position of part-time library cataloger. Responsibilities include cataloging and processing new and donated materials using automated system; purchasing office and library supplies; administering museum pass program; shipping returns of leased books; direct library service to the public at both circulation desks; reader's advisory services for all ages; and other duties as necessary.

Works total of 18 hours per week. Must work every Thursday from 6-8 pm and one Saturday per month from 10-4 pm (Saturday hours are additional.) Other hours are flexible. This position will never be full-time and has no pension, health benefits or paid holidays. It does include sick, personal and vacation time in accordance with town policies. Applicants must have some college and 1 year's job-related experience. Requires computer literacy in office software (word processing, spreadsheets, databases) as well as circulation and cataloging software. Windows and Internet skills required. Experience with Sierra software from III a big plus. Candidates are subject to a CORI test. This is a grade 300, Step 1 position starting at \$ 20.25 per hour.

Willingness to learn new skills and tact and diplomacy required. The ability to work independently with accuracy and attention to detail and to prioritize workloads to meet deadlines. Ability to handle, process and repair delicate materials neatly and carefully. Work is performed in an open setting with public traffic. See job description for more information.

Applications are available at the Holliston Public Library or www.townofholliston.us. Forward completed applications or a resume to: Leslie McDonnell, Holliston Public Library, 752 Washington Street Holliston, MA 01746 or Lmcdonnell@minlib.net. Deadline for applications is Wed, April 17, 2019 at 8 pm.

The Town of Holliston is an EE employer.