

HOLLISTON PUBLIC LIBRARY
PART-TIME LIBRARY TECHNICIAN

The Holliston Public Library is seeking applicants for the position of part-time library technician. Previous experience working in libraries and/or working with the public/children is preferred. Responsibilities include direct library service to the public at both circulation desks. Performs various tasks relating to the circulation of materials, including but not limited to checking books in and out, collecting fines, answering patron queries, assigning new library cards, shelving, emptying book drop and other duties as necessary.

Willingness to learn new skills and tact and diplomacy required. While performing the duties of this job, the employee is frequently required to talk, hear, stand for prolonged periods, walk, reach, bend, kneel and crouch. Must regularly lift and/or move materials weighing up to 30 lbs. Must have good vision to view computer screens, numbers and text and view documents for general understanding. Work requires manual dexterity in combination with eye-hand coordination for keyboard input, data entry and material/book handling. Work is performed in an open setting with public traffic.

Windows and Internet skills required. Experience with Sierra software from III a big plus. Must work every Friday from 2-6 pm and one Saturday per month from 10-4 pm. The ideal candidate would also be available to work additional hours during day or evening as needed with notice. Must be willing to assist with after-school craft programs for students during Friday shift. This position will never be full-time and has no pension or health benefits. Includes sick, personal and vacation time in accordance with town policies. Applicants must be at least 18 years old and have a high school degree or equivalent, some college preferred. Candidates are subject to a CORI test. This is a grade 100, Step 1 position starting at \$ 16.15 per hour.

Applications are available at the Holliston Public Library or online at 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 Tues, Feb 20, 2018 at 8 pm at 4:00 p.m.

The Town of Holliston is an EE employer.