

VACANCY : Senior Library Assistant – Circulation Services

G.A.R. Memorial Library, West Newbury

Job Description: The Senior Library Assistant is responsible for clerical and direct service work in connection with circulation, reference, and related activities.

The G.A.R. Memorial Library seeks a creative, enthusiastic individual for the position of Senior Library Assistant – Circulation Services. Other duties may include:

- Assist patrons in using computers, copiers, etc.
- Perform library opening and closing tasks
- Manage and track patron bills and overdues
- Perform any other tasks as requested

Schedule: 27 hours per week. Monday – Wednesday evenings, Fridays, and Saturday rotation. Other hours as fill in for vacations, etc. as needed. Flexibility appreciated.

Qualifications: College strongly preferred. The successful candidate will have excellent communication skills, be detail oriented, work well with the public and other library staff, and be able to solve problems and work independently. Previous library experience strongly preferred, especially working with SirsiDynix. Must be able to kneel, bend, use step stools and carry heavy loads.

Salary: \$15.10 – 18.50 per hour, depending upon experience. Benefits. (A/A EOE)

To apply: Send or email resume and letter of application to:

Susan C. Babb, Director
G.A.R. Memorial Library
490 Main Street
West Newbury, MA 01985
Email: sbabb@westnewburylibrary.org
Applications due September 12.