

Help Wanted: Library Assistant (New Bedford)

CITY OF NEW BEDFORD FREE PUBLIC LIBRARY

LIBRARY ASSISTANT I (35 hours/wk)

\$13.23hr – \$18.88hr

Assists in the daily operations of the Circulation Desk. Monitors the borrowing of materials, and performs related public service duties as required. Must be available some nights and Saturdays.

Provides courteous public service at the Circulation Desk by responding promptly to patron requests according to established procedures. Makes the library collection accessible by following established circulation and cataloging procedures. Promotes library service to the community by assisting in the planning and implementation of library programs. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision, and observing all policies as outlined in the staff and circulation manuals.

Strives to maintain harmonious working relationships by collaborating with co-workers, using courteous language and avoiding discussion of personal or staff issues in public areas.

Assists in opening and closing the department. Types and files all necessary documents. Assists in maintaining appropriate security on the ground floor and reporting inappropriate patrons' behavior to the Librarian and/or supervisory staff. May assist in collecting, recording and transferring all monies received, ordering supplies and calling repair services when necessary. Prepares and checks materials being loaned, and checks in materials being returned. Packs materials to be sent via carriers and distributes U. S. mail to appropriate

departments.

Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C. High school diploma or GED equivalent required. Spanish speaking preferred. Possession of a valid Massachusetts driver's license preferred.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO