



PERSONNEL DEPARTMENT
400 SLOCUM ROAD
DARTMOUTH, MA 02747

PERSONNEL ADMINISTRATOR
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JOB POSTING

TITLE: Part-Time Library Technician
UNION: DTEA
LOCATION: Library Department
DATE AVAILABLE: ASAP
SALARY: Grade L1 - \$20.02 - \$23.91

RESPONSIBILITIES:

This is a part time 19 hour work week position that may include evening and weekend hours. Direct public service, clerical and technical work in providing various library services to the Dartmouth Public Libraries. Please see attached job description for complete details.

QUALIFICATIONS:

Associate's degree; three years library experience preferred; or any equivalent combination of education and experience.

APPLICATION DEADLINE: Open Until Filled

Applicants may submit a cover letter, resume, and application to:

Personnel Department
Town of Dartmouth
400 Slocum Road
Dartmouth, MA 02747

Or email to: mmedeiros@town.dartmouth.ma.us

Town of Dartmouth is an Equal Opportunity Employer

Library Technician

Definition

Direct public service, clerical and technical work in providing various library services to the Dartmouth Public Libraries; all other related work as required.

Supervision

Works under the administrative direction of the Library Associates.

Performs responsible duties in supporting the library functions of circulation, cataloging, reference and clerical services.

Job Environment

Works under typical library conditions; library hours require evening and weekend work.

Operates computer, copier, and other standard office/library equipment.

Makes frequent contact with the library patrons providing routine information and assistance in dealing with customer service issues.

Has access to confidential patron records.

Has limited access to department related confidential information.

Errors could result in delay and loss of service, damage to buildings or equipment, and monetary loss.

Essential Functions

Assists patrons at circulation desk

Checks materials in and out

Issues library cards

Prepares and sends overdue notices

Collects fines and donations

Assists patrons in use of on-line catalog

Assists patrons in book selection and in finding appropriate materials which match interests and reading levels

Provides basic reference assistance to patrons

Assists patrons with the use of photocopier, library equipment and computers.

Places requests for materials and notifies patrons when materials are available.

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Answers telephone and handles telephone requests

Processes new materials; covers new books

Performs other similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Associates degree; three years library experience preferred; or any equivalent combination of education and experience.

Knowledge, Ability, and Skill

Knowledge of library policies and procedures; including library automation systems.

Knowledge of circulation and technical services operations.

Ability to interact well with library patrons and staff. Ability to maintain a positive, friendly and cooperative attitude and provide consistent customer service.

Excellent computer skills. Customer service skills. Organizational skills

Dependable and punctual

Physical Requirements

Light physical effort required in performing duties under typical library conditions. Intermittent standing, walking, bending and reaching.