

Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-475-5640

POSITION: **Circulation Assistant (Adult and Youth Services)**

DEPARTMENT: Library

HOURS OF WORK: Position A - Part-Time 19 hours/week: Monday 9-5, Tuesday 9-1, Thursday 9-2, Friday 9-12 Average of one Saturday per month 9-5
Position B - Part-Time 19 hours/week: Monday 9-1, Tuesday 5-9, Wednesday 9-5, Friday 1-5 Average of one Saturday per month 9-5
Position C- Part-Time 19 hours/week: Monday 5-9, Tuesday 9-1, Wednesday 5-9, Friday 10-6 Average of one Saturday per month 9-5
Some flexibility with these schedules may be available.

SALARY: **\$15.00 per hour** (Non-union)

BASIC FUNCTION:

Part-time 19 hours per week and one Saturday per month. When working Saturday there will be a day or days off during the week. Position provides service at the Adult or Youth Services circulation desk. Preferred schedules are listed – some variation is possible.

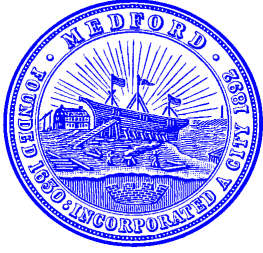
SUPERVISION: Reports to the Assistant Director.

RESPONSIBILITIES:

- Checks materials in and out; assists patrons with self-checkout.
- Greets and directs patrons to various locations.
- Registers new patrons.
- Collects and records fines and fees.
- Assists with holds and interlibrary loans.
- Troubleshoots circulation problems and issues.
- Answers the phone when necessary.
- Performs other related duties as required.

EDUCATION & EXPERIENCE:

High School Diploma or Government Equivalency Degree (GED). Library or customer service experience preferred.



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KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Some knowledge of clerical practices and basic library materials.

Skills: Some skill in typing and the ability to do data entry.

Abilities: Ability to communicate effectively and courteously. Ability to work well with a diverse general public. Ability to understand and follow written and oral instructions.

PHYSICAL REQUIREMENT:

While performing the duties of this position, an employee is regularly required to stand at a counter sit, talk, or hear, in person and by telephone, use hands to finger, handle, feel or operate standard office equipment, (such as calculators, copiers, typewriters, fax and personal computers) and reach with hands and arms. Work may include sitting or standing at a counter for extended periods of time. The employee may be required to move full and empty book carts, shelve and retrieve library materials and office supplies from high and low settings. Employee is frequently required to bend, reach, and move throughout the library. The employee must occasionally lift and/or move up to 40 pounds. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron and cataloging records.

WORK ENVIRONMENT:

Work is performed in a busy library environment with frequent interruptions. The noise level in the work environment is usually low to moderate.

ADDRESS ALL COVER LETTERS AND RESUMES TO

**Personnel Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.