



Medford

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

Posting Date: February 5, 2024
Posting Removal Date: February 19, 2024
Classification: Youth Services Shelver
Department: Medford Public Library
Hours of Work: 10 Hours per week (To be Determined)
Salary: \$13.00 (Part-time Non-Union Affiliated Position)

BASIC FUNCTION: Shelves books and audio-visual materials in the adult section of the Library. Other tasks may include shelf reading and inventory.

SUPERVISION: Works under the direction of the Supervisor of Youth Services.

RESPONSIBILITIES:

- Shelves books and audio-visual materials in the adult section of the Library.
- Other tasks may include shelf reading and inventory.

EDUCATION & EXPERIENCE:

High School diploma.

KNOWLEDGE, SKILLS & ABILITIES: Strong interpersonal customer service and communication skills.

WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a busy library environment with frequent interruptions. The employee will be required to move full and empty book carts, shelve, and retrieve library materials and office supplies from high and low settings. Employees are 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.

ADDRESS ALL COVER LETTERS AND RESUMES TO
Office of Human Resources
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 complete posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.