

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

POSITION: Circulation Assistant (2 Open Positions) #J2024 – 0025 Posted 11/14/24
DEPARTMENT: Library **Posting Removal: 11/28/24**
HOURS OF WORK: Two Part-time positions (10 - 19 Hours per week) Schedule flexibility which includes some nights and Saturdays) See the work schedule in the posting description.
SALARY: Non-Union, \$15/hour, non-benefited

BASIC FUNCTION:

The Medford Public Library is looking for individuals to work at the front desk to greet visitors and assist with the library's circulation procedures. As the first point of contact for the public, this individual is expected to maintain the library's standards of professionalism and provide excellent customer service.

KEY RESPONSIBILITIES:

- Greets and directs patrons to various locations
- Provides service at the circulation desks in the adult and youth services departments.
- Prepares library for opening and closing
- Checks materials in and out
- Registers new patrons
- Troubleshoots circulation problems and issues
- Answer the phone when necessary
- Participate in staff meetings to discuss and resolve problems, discuss ideas for improvement, and keep up-to-date on library plans and activities.
- Assist in other tasks as necessary

EDUCATIONAL / EXPERIENCE REQUIREMENTS:

Minimum Qualifications:

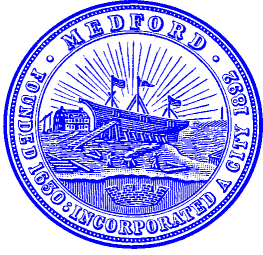
- High School diploma or GED.

Preferred:

- Public service or library experience preferred.

Physical Requirement:

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. 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, shelves, and retrieve library materials and office supplies from high and low settings. The employee is frequently required to bend, reach, and move throughout the library. The employee must occasionally lift and/or move up to 25 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 catalog records.



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10-Hour Position 1, Schedule: Wed: 5 PM-9 PM, Thurs: 3 PM-9 PM, 2 -3 Saturdays per month from 9 AM-5 PM (10 hours per week if no Saturday, 17 hours on weeks that they work Saturday)

19-Hour Position 2, Schedule: Mon: 5 PM-9 PM, Tues: 10 AM-6 PM, Thurs: 10 AM-2 PM and Fri: 9 AM-1 PM; plus 1 or 2 Saturdays per month from 9 AM-5 PM

ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources 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.