



HUMAN RESOURCES
TELEPHONE 508-946-8808

Town of Lakeville

Town Office Building
346 Bedford Street
Lakeville, MA 02347

EXTERNAL JOB POSTING

FULL TIME LIBRARY ASSISTANT- ADULT SERVICES

- POSTING DATE:** February 8, 2024
- POSITION:** Full-time Library Assistant-Adult Services Position for the Lakeville Public Library. Full job description is attached to this posting and is also available in the Human Resources Department. Submit a cover letter, resume, application and CORI form to: Jennifer Jones, Library Director, 4 Precinct Street, Lakeville, MA 02347. Email: jjones@lakevillema.org
- HOURS:** 34 hour work week. Monday (12-pm-8pm), Tuesday (10am-6pm), Wednesday (10am-6pm), Thursday (12-pm-8pm) and Saturday (10am-2pm).
- WAGES:** \$20.51 per hour, Union employee
- DUTIES:** Provides professional, technical and direct service to the public to help them find needed information. Performs routine general library work; circulation, technology training, programming and other related library services. Strong commitment to public service working with adults and children in all aspects of library service
- QUALIFICATIONS:** Bachelor's degree preferred. Experience working in a public library with general knowledge of library policies, procedures, including automated systems and information technology, preferred.
- POSTING CLOSING:** Until filled

The Town of Lakeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, pregnancy or pregnancy-related conditions, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal and state laws. Applicants with disabilities needing reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Human Resources Department at HR@lakevillema.org or 508-946-8808.

**TOWN OF LAKEVILLE
LIBRARY ASSISTANT-ADULT SERVICES
JOB DESCRIPTION**

GENERAL STATEMENT OF DUTIES: Provide professional technical and direct service to the public to help them find the information needed. Performs routine general library work; circulation, cataloging, programming and other related library services. Strong commitment to public service; working with children and adults in all aspects of library service; fluency with computers and current technology

SUPERVISION RECEIVED: Works under the general supervision received from the Library Director.

ESSENTIAL RESPONSIBILITIES:

The essential functions of duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

Performs various circulation duties using a web-based system, including web based print management and museum pass reservation application.

Assists patrons in locating library materials and instructs patrons in use of library equipment such as online card catalog, copier and Internet.

Provides assistance with electronic resources, the Internet, Commonwealth Catalog, digital collections and other online services.

Instructs patrons in use of computers; provides informal Internet and technology training sessions to the public.

Assists patrons with technology needs; media formats, mobile devices and emerging technology.

Assists with reference, research and homework assignments.

Develops and implements library programs and services for adults, including newsletter, website, and social media.

Designs displays and exhibits, promotional materials, flyers, and booklists.

Assists with cataloging and processing library materials as needed.

Performs other duties as assigned by the Library Director.

QUALIFICATIONS AND SKILLS:

Possess strong technology skills; familiarity with varied mobile devices, proficiency with desktop publishing, word processing and Internet fluency.

General knowledge of library policies and procedures, including automated circulation systems and information technology.

Ability to interact tactfully and appropriately with library patrons.

Good interpersonal and strong organizational skills.

Ability to work independently, follow directions and complete projects with minimum supervision.

Computer skills – proficiency with word processing, print shop, desktop publishing and Internet necessary.

Ability to work as a team member, have excellent communication skills and be self-motivated.

The need to respond to competing needs or severe conflicts is frequently stressful

EXPERIENCE AND TRAINING:

Bachelor's degree preferred. Experience working in a public library with general knowledge of library policies and procedures, including automated systems and information technology, preferred..

PHYSICAL REQUIREMENTS:

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 typical office environment, subject to quiet to moderate noise.

Up to one-third of the time is spent standing, walking, stopping or reaching with hands or arms.

Up to two-thirds of the time is spent using hands to finger, handle or feel objects, tools or controls. The employee is frequently required to sit, talk and hear.

Frequently required to lift up to 10 pounds; occasional lifting is required up to 30 pounds; seldom required to lift up to 60 pounds.

Specific vision abilities include close vision and the ability to adjust focus

WORKING CONDITIONS

Approximately 30-35 hours per week to be determined by the Library Director. Some evenings and Saturdays are required.

Work is performed in a typical library environment, which can be very hectic at times. Errors could result in delay of patron satisfaction and adverse public relations

This position is a non-exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is eligible to be paid at the rate of time and one half if included in operational budget (i.e. one- and one-half times) the regular rate of pay for all hours worked beyond forty hours in a workweek.)

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.