



Grafton Public Library

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graftonlibrary.org



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VACANCY

Children's Room Assistant, 18 hours/week

The newly renovated and expanded Grafton Public Library seeks an 18-hour a week Children's Room Assistant for public desk coverage in our state-of-the-art facility. Duties include public service at the Children's circulation desk, using the automated circulation system Evergreen and C/W MARS online library catalog, responding to patron inquiries, applying library policy, program and display preparation/support, shelving, filing, and other duties as assigned.

Qualifications: 2- or 4-year college diploma or equivalent, plus two years of library experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Familiarity with Google Docs and Google Drive, online databases, Microsoft Office, Internet searching and library automation. Experience with Evergreen or other integrated library system (ILS) circulation module very desirable. Familiarity with Children's literature a plus. Minimum of two years of experience in a position requiring face-to-face interaction with the public. Special Requirements: Must enjoy working with youth of all ages and their caregivers.

Library experience, especially work with youth, is desirable. Must be able to respond knowledgeably, clearly, and cordially to requests from patrons of all ages for information and service. Must have visual acuity required to read a wide variety of print materials and ability to work for prolonged periods of time at a computer screen. Must be able to carry books and other library materials, stand and/or sit for prolonged periods of time, stoop and reach, and lift 25 lbs.

This is a part-time position without benefits. The schedule of 18 hours per week includes three evenings 5-9pm (Tue/Wed/Thu) and alternating Fri/Sat 11-6. Salary, entry level: \$18.36 per hour.

Review of applications begins Wednesday July 14, 2021. Open until filled. Apply online at <https://www.grafton-ma.gov/human-resources/pages/employment-opportunities-now-hiring>. AA/EOE.

