



Grafton Public Library

35 Grafton Common Grafton, MA 01519

Phone: 508-839-4649 Fax: 508-839-7726

graftonlibrary.org



[facebook.com/GraftonPublicLibraryMA](https://www.facebook.com/GraftonPublicLibraryMA)



[@GraftonPubLib](https://twitter.com/GraftonPubLib)



[interest.com/GraftonPubLib](https://www.pinterest.com/GraftonPubLib)



VACANCY

Senior Library Associate: Reference Librarian, 18 hours/week

The newly renovated and expanded Grafton Public Library seeks an 18-hour a week Reference Librarian for public desk coverage in our state-of-the-art facility. Duties include public service at the Reference desk, using the automated circulation system Evergreen and C/W MARS online library catalog, responding to patron inquiries, shelving, filing, assisting with museum pass and meeting room reservations, and assisting with outreach, displays, marketing and programming for adult library users under the direction of the Head of Reference Services.

Qualifications: Master's Degree in Library and Information Science 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. Strong reader's advisory and reference skills required. Familiarity with online databases and electronic resources, Microsoft Office and Google Docs/Drive, Internet searching and library automation preferred. Experience with the Evergreen integrated library system (ILS) circulation module is very desirable.

Library experience, especially work with adults of all ages, is desirable. Must be able to respond to patron requests for information and service knowledgeably, clearly, and cordially. Must have visual acuity required to read a wide variety of print materials and 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 two evenings 2:30-9pm (Wed/Thu) and alternating Fri/Sat 11-6. Salary, entry level: \$22.45 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.

