



Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Part-Time 12 hour Junior Library Assistant
UNION: Non-Union
LOCATION: Thayer Public Library
DATE AVAILABLE: August 20, 2012
SALARY: \$16.30 - \$18.16/hour

QUALIFICATIONS:

High School graduation or equivalency diploma.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: August 1, 2012 – August 8, 2012

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

or e-mail it to: kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

JUNIOR LIBRARY ASSISTANT
(as agreed between the Town and MLSA)

Definition: Sub-professional, non-supervisory work in varied phases of junior-level library clerical operations of the main library, branches and outreach services; related work as required.

Distinguishing Characteristics: Under general supervision of the Library Director, but usually under specific assignment of Senior and Principal Library Assistants, Librarians and Circulation/Branch Supervisors.

Performs any of a variety of routine library clerical duties involving performance of services and maintenance of records via manual and automated systems.

Exercises some independent judgment in performing junior level specialized work, such as handling incoming calls and referring patrons to appropriate department.

Makes frequent contact with the general public and promotes positive image of the library.

Errors could result in lower standards of library service.

Physical effort normally required relates to the regular performance of duties under typical library conditions, including the shelving of books.

Examples of Work: Charges and discharges books at circulation desk, utilizing manual and automated systems. Receives and records fines.

Files cards, shelves books, shelfreads and straightens collection on a regular basis.

Registers borrowers; provides assistance to patrons in use of card catalog and photocopy machine; gives direction to public stack areas; and retrieves serials and books from closed stacks.

Does miscellaneous typing, including overdue notices. Searches data base and reserves desired titles; counts circulation and daily receipts, and weekly deposits in emergency.

Assists professional and supervisory personnel as assigned.

May help prepare new books and serials for circulation and mend old books and magazines. Assists in programming, displays and exhibits.

Required Qualifications: High school graduation or equivalency diploma.

Demonstrated ability to operate electronic calculators and typewriters, as well as computers.