



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP # 17-087
January 18, 2017**

**NOTICE OF VACANCY
January 18, 2017**

POSITION: Senior Library Assistant Circulation Substitute: L-3

DEPARTMENT: Library

SALARY: \$15.43 - \$19.48 Hourly

HOURS: Hours vary – evenings and weekends required

Organizational Scope:

Works under the direction of the Circulation Supervisor, and/or her/his assistants.

Major Responsibilities:

Frequent contact with the public requires the exercise of tact, diplomacy and flexibility. Resolves patron circulation problems; refers complex problems to supervisor. May prepare and lead book discussions. May assist with audiovisual services. Performs a variety of circulation duties, including patron registration, checking in and checking out library materials, collecting overdue fines, and placing reserves. Does reader's advisory, performs secondary reference at the Information Desk and Periodicals Department, and answers location questions. Performs various clerical functions associated with maintenance of and access to the library collections. Facilitates interchange of materials between the Main Library and branch. Weeds and straightens shelves. May assist in book discussion work and the preparation of booklists. Participates in meetings, making recommendations for improvements in service. Updates, retrieves and interprets data in the library's automated systems. Performs other duties as assigned.

Job Qualifications:

High school graduation. 2 years public service experience, library experience preferred. Ability to deal well with people, exercise good judgment, work well under pressure. Tact, diplomacy, flexibility and organizational skills a must. Experience and comfort with computers. Familiarity with Spanish or Portuguese desirable.

Knowledge, Ability & Physical Requirements: Must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines and calculators. Time spent standing, walking and sitting. Lifting, pushing/pulling, or carrying of objects weighing up to 25 pounds with occasionally a maximum of 40 pounds. Climbing, stooping, kneeling, crouching, crawling, twisting and bending. Repetitive movements of the hands. Communicate effectively with others, orally and in writing.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.