



## ASHBURNHAM STEVENS MEMORIAL LIBRARY

20 Memorial Drive • Ashburnham MA 01430 • 978-827-4115 • [library@ashburnham-ma.gov](mailto:library@ashburnham-ma.gov)

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### **Position Title: Library Assistant**

**Hours:** 14 hours per week

**Supervision Received:** Works under the general supervision of the Library Director

### **Essential Functions:**

- Delivers prompt and courteous assistance to all patrons regarding the use of Library resources, equipment, and services. Responsible for maintaining and promoting a welcoming and inclusive physical and virtual Library environment.
- Provides circulation services including card registrations, answering account questions, checking materials in and out. Assists with Interlibrary loan delivery processing, and shelving materials.
- Handles money for patron transactions and daily accounting related to Library services.
- Responds to reference and information requests helping patrons with their information needs. Assists patrons with reference and reader's advisory requests.
- Assists with Youth Services activities, outreach, and programming.
- Assists in other Library programming, including creating promotional materials.
- Assists with collection maintenance.
- Assists with the collection of data from Library programs, services, and initiatives.
- Assists with outreach related to Library programs, services, and initiatives.
- Other duties as assigned.

### **Minimum Job Requirements:**

- Two years experience in a library setting or other similar learning environment.

### **Preferred Job Requirements:**

- Bachelor's degree.
- Experience working in a public library or other similar learning environment with a variety of stakeholders and populations.
- Experience with Evergreen ILS or similar ILS.

### **Knowledge, Skills, and Abilities:**

- Demonstrated attention to detail.
- Strong oral and written communication skills.
- Ability to identify and establish priorities, and exercise initiative and independent judgment in a variety of situations.

- Ability to work collaboratively and independently while supporting an inclusive, collegial work environment.
- Ability to balance multiple ongoing projects.

Must be available to work evenings and weekends.

Compensation: Hourly rate: \$18.29

Paid work week 14 hours including evenings and Saturdays.

Closing date: Resumes will be accepted until the position is filled. Initial screening will begin December 7, 2023.

To apply, please submit a cover letter, resume, and the names and contact information for three references to: [jmynes@ashburnham-ma.gov](mailto:jmynes@ashburnham-ma.gov). Please direct any questions to the same email.