

1/12/2012

Job Opening

Part-Time Circulation Assistant Sturgis Library, Barnstable Village

The Sturgis Library is seeking a part-time Circulation Assistant to provide circulation and reader's advisory services to patrons of all ages.

Essential Job Functions:

- ♦ Provides a welcoming, positive atmosphere to library patrons and visitors.
- ♦ Provides assistance in various phases of operation at the circulation desk. Answers telephone inquiries and directs calls; issues library cards; circulates books and other library materials; collects money for fines, photocopies and other library charges. Checks library materials in and out and routes materials to other libraries.
- ♦ Assists patrons in the use of the library facilities; provides basic directional, ready-reference and reader advisory services; provides assistance with basic computer services, downloadable resources, and help in locating library materials.
- ♦ Assists with Interlibrary Loan and Virtual Catalog transactions, as well as the management of the holds shelf, overdue notices, bills, lost books, etc.

Education/Experience/Skills Required:

Strong customer service skills and an enthusiasm for working with the public required. Ability to serve the public in a positive and courteous manner essential. Ability to make sound judgments, pay attention to detail, and be comfortable with multitasking very important. High School education required; some college coursework, preferably in liberal arts, desired. Strong computer skills required. Previous library experience and a strong interest in reading and literature very helpful.

A complete job description is available at:

- Via the Internet at www.sturgislibrary.org/pdf/circassistantjobdescription.pdf
- At the circulation desk of the Sturgis Library

Up to 19 hours per week; some evening and/or weekend hours required. This is a non-benefited position. Starting salary \$11.50 per hour.

Applicants should send resume and 3 professional references:

- Via email to sturgislibrary@comcast.net (preferred)
- Via fax at (508) 362-5467 Attn: Lucy Loomis
- Via mail to: Lucy Loomis, Library Director
Sturgis Library
PO Box 606
Barnstable, MA 02630

All resumes **MUST** include an email address AND a phone number.

This position is available as of March 1, 2012. Position will be posted until filled. **Priority given to resumes received before February 1, 2012.** The Sturgis Library is an equal opportunity employer.