

## **Circulation Librarian**

### **Description:**

The Ayer Library is seeking an energetic Circulation Librarian to provide outstanding service to its patrons. The ability to multi-task and adapt to new technologies and services is a must. The ideal candidate will be well organized, detail oriented and friendly.

### **Position Description:**

The Circulation Librarian is responsible for maintaining high-quality service at the Library's various Circulation Desks. This includes managing the circulation desk, assisting all patrons in the use of library services, maintaining library equipment, and facilities. Deal effectively with the public in a tactful manner while upholding library policies. Assisting patrons with various technologies, including the catalogue, Internet, databases, eBook collection, copier, and fax machine. Independently responsible for ensuring the materials and stacks are accurately shelved, supplemented and maintained. This job is for 25 hours a week and will include evenings and every other Saturday. Hours will be split between Adult and Youth services.

### **Qualifications:**

- Ability to establish and maintain good working relationship with other staff members
- Desire to work in a fast paced team environment
- Provide courteous services to users at the library
- Prioritize multiple tasks and work independently
- Handle patron concerns and complaints at the Circulation Desk
- Has an interest in a variety of topics such as movies, books, TV shows, and be open to exploring new ideas.
- Proficient in the use of the Microsoft Office Suite and familiarity with Evergreen preferred.
- Previous library experience recommended.
- Ability to stand, sit, walk, stoop, reach for a variety of lengths of time, as well as lift up to 35lbs.

### **Education:**

A Bachelor's degree and one to three years of related experience, or equivalent combination preferred.

### **Salary:**

\$17.50 per hour, 25 hours a week with benefits.

### **Closing Date:**

March 20, 2020

### **Follow-up Instructions:**

Please submit a cover letter and resume to Samantha Benoit at [sbenoit@cwmares.org](mailto:sbenoit@cwmares.org) or 26 E. Main St. Ayer, MA 01432.