



**JOB OPPORTUNITY**  
**TOWN OF STONEHAM – LIBRARY TECHNICIAN (Casual)-PT**

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The Board of Library Trustees and the Town of Stoneham are seeking qualified candidates for the position of PT Library Technician.

The PT Library Technician works under the general supervision and administrative direction of the Circulation Supervisor or other librarian. The number of hours for this part-time position is 7 hours per week \$12.75 / hr.

The ideal candidate will possess the ability to perform a variety of clerical and manual tasks at the Circulation Desk and in support of circulation functions of the library. Operating computers, printers and all other standard office and library equipment, the PT Library Technician provides assistance in various phases of operation of the Circulation Dept. including but not limited to: answering phones, reader advisory services; issuing library cards; checking books and other materials in and out, filling the pull list, reserving Museum Passes, and occasionally assisting with shelving, displays, and programs.

A detailed job description is attached. Interested current employees of the library may apply in writing at this time to the Library Director. The position will be open until filled.

Application deadline: Tuesday August 13, 2019.

The Town of Stoneham is an EEO/AA compliant employer.