



JOB OPPORTUNITY
TOWN OF STONEHAM – Library Technician (Casual)-PT

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

The PT Tech works under the general supervision and administrative direction of the Circulation Supervisor or other librarian. The number of hours for one of these part-time position is 4 hours per week and the other is 7 hours. Salary is \$13.50 / hr.

Responsibilities include but are not limited to direct service work at the main circulation desk: answers the phone, provides basic direction, issues library cards, checks books and other materials in and out using the library's computer system, collects and records fines for lost and damaged items and more. Scheduled hours may include evenings and Saturdays. Must be computer literate and able to serve diverse library users.

Qualifications

High school diploma required. Previous customer service experience and/or previous library experience a plus.

Preferred Skills

Working knowledge of library principles and procedures and knowledge of books, authors and titles.

A detailed job description is available on the website. Interested candidates and current employees of the Library may apply via regular mail or email. A Town of Stoneham job application is required!

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The position open until filled.

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