



JOB OPPORTUNITY TOWN OF STONEHAM – LIBRARY TECHNICIAN-PT

The Board of Library Trustees and the Town of Stoneham are seeking qualified candidates for the position of 10+ hr. Library Technician.

This part-time Library Technician works under the general supervision and administrative direction of the department head or other librarian. The number of hours for this part-time position is 10+ hour per week at \$15/hr.

The ideal candidate will possess the ability to perform a variety of clerical and manual tasks in the Circulation Department in support of cataloging, circulation, acquisitions, and interlibrary loan functions of the library. Operating computers, printers and all other standard office and library equipment, the 10+ hr. Library Technician provides assistance in various phases of operation of the staff desk in the Junior Room including but not limited to: answering phones, reader advisory services; issuing library cards; checking books and other materials in and out, and other duties as assigned.

Interested candidates should apply in writing, submitting resume and Town of Stoneham Employment Application. Complete job description and the application can be found on the town website: <https://www.stoneham-ma.gov/674/Town-of-Stoneham-Job-Opportunities>

Applications can be sent via email or regular mail to the Library Director or Director of Human Resources:

Nicole Langley, Library Director

Donna Gaffey, HR Director

Stoneham Public Library
431 Main St
Stoneham, MA 02180
langley@nolenet.org

or

Town of Stoneham
35 Central Street
Stoneham, MA 02180
dgaffey@stoneham-ma.gov

First look at applications: Monday, March 1, 2021. Last date to apply is Friday, March 5, 2021

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