



Stoneham Public Library

MASSACHUSETTS 02180

STONEHAM,

OFFICE OF THE

LIBRARY TECHNICIAN (CASUAL)

Position Purpose:

The purpose of this position is to perform a variety of clerical and manual tasks in support of circulation functions of the library and perform other related work as required.

Supervision:

Supervision Scope: Performs a variety of routine library functions in accordance with prescribed procedures which require constant attention to detail and accuracy.

Supervision Received: Work is performed under the general direction of a department head or the Circulation Supervisor.

Job Environment:

Work is performed under typical library conditions; noise level is moderate at times; evening and weekend hours are part of the work schedule (see below).

Operates computers, printers and all other standard office and library equipment.

Has frequent contact with library patrons and other library personnel.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position)

Provides assistance in various phases of operation at the front desk; answers the telephone, provides basic direction; issues library cards; checks books and other library materials in and out using the library's computers system; collects and records fines for lost or damaged books and other items.

Education:

High school education; any equivalent combination of education and experience. Customer service experience, previous library experience, and higher education levels a plus.

Knowledge:

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

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Moderate physical effort required in performing functions under typical library conditions. Intermittent walking, reaching, crouching, climbing and similar activities. Ability to use a keyboard. Incumbent is required to lift and shelve books and move boxes of books which may weigh up to 40 pounds.

Hours and Schedule:

Hours: This is a casual position with a set schedule 6-9pm Mondays, 1-5pm Wednesdays and two Saturdays a month.

Union:

This is not a union position.

Hourly Rate:

\$14.25/hr.

Nicole Langley
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