



JOB OPPORTUNITY STONEHAM PUBLIC LIBRARY– LIBRARY TECHNICIAN-FT

The Board of Library Trustees and the Town of Stoneham are seeking a qualified candidate for the position of Senior Library Technician. The current opening is in Youth Services, also known as **Youth Services Library Assistant**.

The Youth Services department in Stoneham is hiring a Full-Time Library Tech to join a great team and a vibrant room. Programming is a big part of the job, which makes it a perfect fit for current or hopeful LIS students interested in experience working with kids and teens. We have a strong preference for those eager to work with tweens and teens, as it is our fastest growing user base.

The ideal candidate will possess the ability to perform a variety of clerical and manual tasks in the Junior Room 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 Senior Library Technician provides assistance in various phases of operation including but not limited to: reader advisory services; issuing library cards; checking books and other materials in and out, and regularly assisting with displays and programs.

The Senior Library Technician (Youth Services Library Assistant) works under the general supervision and administrative direction of the department head or other librarian. The number of hours for this full-time position is 35 per week, including weekend and evening hours. This is a union position within Stoneham Library Association, Grade 36, with the hiring salary \$23.3955hourly/\$818.84weekly. (11 am-7 pm) and 1 Saturday a month September through June.

A detailed job description can be found on both the library and town website. Candidates interested, including current employees of the library, may apply with the following materials, cover letter, resume and application:

Rachel Overbeck, Library Director
Stoneham Public Library
431 Main Street
Stoneham, MA 02180
roverbeck@noblenet.org

Donna Gaffey, HR Director
Town Hall
35 Central Street
Stoneham, MA 02180
dgaffey@stoneham-ma.gov

Open until filled! First review of applications is September 8th.

Stoneham is an equal opportunity employer. We encourage diversity in our workforce and are committed to creating an inclusive environment for all employees.