

City of Lowell
Job Posting
Please Post: March 1, 2017
Deadline: March 15, 2017
Pollard Memorial Library
Library Assistant – Part-Time

Job Title: Library Assistant – Part-Time (2500-2033, 2385)
Department: Pollard Memorial Library
Reports To: Director, Asst. Director, Coordinators, Head of Circulation, and any other designated personnel
Wage: \$17.7020/hour
Hours: 17.5 to 19 hours per week, may include day, evening and Saturday hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned throughout and at various locations within the Public Library Building.

Performs routine acquisitions, cataloging and processing tasks.

Provides reference and reader's advisory assistance to library users; assists in use of various services, including but not limited to:

On-line public access catalogs, CD ROMs, micro-form readers, and similar technology.

Directs the activities of the library pages.

Performs all tasks related to circulation and inventory of library materials to users; maintains database.

Assists in planning and executing all phases of children's/adult programming.

Processes reserve requests for library materials and pursues via computer links with appropriate databases as needed.

Maintains non-print materials and equipment.

Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from a four year college or university.

Commitment to serving a diverse urban population required.

Knowledge of computers and database entry preferred.

LANGUAGE SKILLS

*Individuals with bilingual skills are encouraged to apply.
(English/Spanish or English/Khmer)*

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to library patrons.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

PHYSICAL DEMANDS

The physical demands described here are a 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.

While performing the duties of this job, the employee is frequently required to stand and use hands to finger, handle, or feel. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline~ March 15, 2017. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer