



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

*City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840*

TEL: (978) 620-3060
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING
(Corrected Version)

Title: Library Assistant, Full-Time
Department: Library
Pay Grade: Grade 6: \$16.71 - \$18.80 (Plus educational benefits and shift differential)
Union: SEIU – Local 888

Schedule: Work may be performed at the Main Library and/or the South Branch. Work may be scheduled Monday-Saturday during the hours the library is open to the public, including evenings.

Duties:

- Assist the public in making effective use of library materials offering reader and reference assistance to all age levels – children and adults—using the online catalog and accessing the Internet.
- Perform Library Assistant duties at the Lawrence Public Library. Work will be performed primarily in the Children's Room but may include working at the Circulation Desk, Computer Lab, and Reference.
- Duties may include checking in and out materials, collecting fines, handling ILL transactions and reserve requests, providing assistance to patrons visiting the library and the computer lab – basic instruction on how to use available software; processing new materials. Assists in organizing and conducting activities and programs for children and families. Assists in creating marketing materials for Children's Room programs.
- Community outreach including some offsite work is required, such as hosting a library information booth at community events and visiting school classrooms.
- Perform other duties as assigned by the Department supervisor, the Assistant Director or the Director.

Qualifications: Associate's degree or currently enrolled in an AA program which will result in obtaining a degree within one year after hiring. Bachelor's degree preferred. Experienced working with children. Proven knowledge of computers and their uses in the library environment (Windows; Word; Internet) is required. Good organizational skills, strong customer service skills, a team player with a lot of creativity and initiative. Bilingual (English/Spanish Preferred).

Appointing Authority: _____


Daniel Rivera, Mayor

Posting Date: May 9, 2017

Deadline: Until Filled

APPLICATIONS AVAILABLE IN THE PERSONNEL OFFICE

*The City of Lawrence is an Equal Opportunity employer
Full Job Description and Application available at the City of Lawrence Personnel Department.*