



DANIEL RIVER  
MAYOR

FRANK BONET  
PERSONNEL DIRECTOR

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

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**EMPLOYEE JOB POSTING**  
(Corrected Version)

**Title:** Library Assistant, Part-Time (16 hours per week)  
**Department:** Library  
**Pay Grade:** Grade 6A (Salary: \$16.27 - \$18.31)  
**Union:** SEIU – Local 888

**Schedule:** 20 hours per week .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 may be performed at the Circulation Desk, Children’s Area, and/or in the Reference and Computer Lab.
- 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.
- 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. Proven knowledge of computers and their uses in the library environment (Windows; Word; Internet). 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.*

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.