



JOB POSTING

WESTWOOD PUBLIC LIBRARY

BRANCH LIBRARY ASSISTANT

The Westwood Public Library seeks an organized and energetic individual to serve as Library Assistant in the Branch Library.

Duties include but are not limited to: Circulation work, including materials check-in and check-out, patron registrations, materials requests and general customer service. Prepares and conducts weekly story hour and visits to neighborhood schools. Provides library users with guidance in reading and viewing choices. Follows Westwood and Minuteman Library Network circulation procedures and guidelines. Works under the supervision of the Branch Librarian.

Qualifications and experience: Associates degree required; strong computer skills. Ability to provide effective and friendly service to all library users. Use of simple crafts and storytelling skills for pre-school children. Strong organizational talents essential. Knowledge of library automation procedures preferred.

Schedule: 17 hour per week position including evenings and weekends.

Salary and Benefits: Part time, non-benefits position; \$20.93 per hour.

Submit cover letter and resume to: hr@townhall.westwood.ma.us by **August 3, 2018**

Posted: July 16, 2018

The Town of Westwood is an Equal Opportunity Employer.

Westwood Town Hall
Department of Human Resources
580 High Street
Westwood, MA 02090
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