



## **JOB POSTING**

### **ON-CALL SUBSTITUTE LIBRARY ASSISTANT (CIRCULATION) WESTWOOD PUBLIC LIBRARY**

The Westwood Public Library has an opening for an individual to work as an on-call Substitute Library Assistant. Substitute Library Assistants provide coverage for the Islington Branch or Main Library Circulation Department on an intermittent basis when permanent staff are absent. Hours may vary from week to week and shifts may include mornings, afternoons, evenings, and weekends.

***Duties include:*** Circulation Desk check-ins and check-outs, patron registrations, and general customer service. 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 Head Librarian or the Head of Circulation Services.

***Qualification and experience:*** Associates degree required; strong computer skills. Ability to provide effective and friendly service to all library users. Strong organizational talents essential. Some knowledge of library automation procedures preferred.

***Schedule:*** Hours may vary from week to week and shifts may include mornings, afternoons, evenings, and weekends.

***Salary and Benefits:*** This is a non-benefit position. Salary range \$17.14 – \$18.55 per hour.

***Closing Date:*** Open until filled

***To Apply:*** Submit resume and cover letter to: [hr@townhall.westwood.ma.us](mailto:hr@townhall.westwood.ma.us)