



TECHNICAL SERVICES ASSISTANT

WESTWOOD PUBLIC LIBRARY

The Westwood Public Library seeks an organized and community-focused individual to serve as a Technical Services Assistant to perform responsible administrative and technical work in coordinating library materials acquisition and control. The Technical Services Assistant ensures a positive library experience for patrons by providing service in a courteous, confidential, knowledgeable, and effective manner. The position reports to the Head of Technical Services.

Duties include but are not limited to the following:

- Acquires print and non-print materials through network procedures; uses automated network acquisition software or other methods as required.
- Monitors status of all orders and updates ordering librarians; electronically invoices book shipments.
- Creates and designs bookplates to designate materials purchased for Special Collections or for commemorative staff or volunteer book awards.
- Assists in the processing of library material, including covering, labeling, mending and preserving.
- Takes delivery of materials for main and branch libraries; maintains accurate records of items received.
- Catalogs library collection materials and prepares for processing.
- Assists in maintaining high quality database by performing database cleanup activities.
- Provides general information, direction and reader's advisory service to the public.
- Creates book displays and flyers to advertise programs and collections using various software.
- Fulfills shifts at the Information Desk (Reference).
- Promotes effective use of library collections and electronic resources.

Qualifications and experience: Associates degree required; strong computer skills. Minimum of one year of experience in library operations including automated technology. Ability to provide effective and friendly service to all library users. Strong organizational talents essential. Knowledge of library automation procedures preferred.

Salary and Benefits: This is a part-time, 20 hours per week, benefit eligible position with a starting hourly rate of \$21.77.

Schedule of Hours: A regular schedule to be coordinated by the Head of Technology Services and the successful candidate. The schedule will include some evenings, as well as Saturdays/Sundays on rotation

To Apply: Submit cover letter and resume to hr@townhall.westwood.ma.us by December 15, 2020.

Posted: November 30, 2020