

JOB POSTING

Position Title:	Library Clerk – PT
Full Time/hours:	up to 10 hours per week (additional hours may be available as needed)
Department:	Library
Union/Grade:	Non-Union
Salary Range:	\$18.34 – 23.94 per hour, no benefits

Description of position:

The Wayland Free Public Library is seeking candidates for a part-time Library Clerk position. The Library Clerk performs various tasks relating to the circulation of books and materials, including but not limited to checking books and materials in and out, providing new library cards to patrons, and other duties as assigned. Strong customer service experience and an interest in serving the public is essential.

Hours available are primarily in the Adult Services Department, with the possibility of cross-training and coverage in our Youth Services Department. Hours average up to 10 hours per week, but may fluctuate depending on the need. The schedule will include regular shifts on Monday evenings and weekends on a rotating basis, and there may also be some hours worked on weekdays on an as-needed basis.

Recommended Minimum Qualifications:

Education: High School Diploma

Experience: Work experience in Circulation Services and/or Youth Services in a public library preferred. Familiarity with Sierra and Aspen Discovery preferred. Must possess a demonstrated ability to interact with people of all ages and interests with patience and discretion, as well as excellent organizational skills and attention to detail. Good written and oral communication skills are essential, as is the capacity to work efficiently and effectively both on the phone and in-person. Familiarity with using common Microsoft Office applications is a plus. Ability to establish and maintain effective working relationships with the general public, Library staff and volunteers. Ability to work both independently and as a member of a team. Willingness to learn new skills, including information technology skills.

Date posted: August 27, 2024

Closing Date: Open until filled

Apply to: Please submit a resume and cover letter to the Human Resources Manager, Town of Wayland, 41 Cochituate Road, Wayland, MA 01778 or hr@wayland.ma.us. The Town of Wayland is an Equal Opportunity Employer.