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| Position Title: | Temporary Library Assistant |
| Full Time/hours: | up to 15-19 hours / week |
| Department: | Library |
| Union/Grade: | Non-Union |
| Salary Range: | \$22 to \$24 per hour (not eligible for benefits) |

Description of position:

The Wayland Free Public Library is seeking qualified candidates for a Temporary Library Assistant position in our busy library. The Temporary Library Assistant helps with the RFID tagging of library materials. Performs tasks relating to Radio Frequency Identification (RFID) tagging, this include setting up and maneuvering mobile carts equipped with a power station, a laptop, and a RFID pad. Tags materials on library shelves and materials in return bins through the delivery system. Creates temporary tags for non-tagged materials coming from other libraries to fulfill patron holds.

The RFID tagging project is projected to start in late April (exact start date to be determined as we get closer to that time.) This is a limited-term temporary position that will end in approximately 6 to 8 months once the RFID project is completed.

The schedule is flexible, although weekday hours are preferred. Must be able to work independently.

Supervision Received:

Supervised by the Technical Services and Reference Librarian and/or Assistant Director.

Minimum Qualifications:

Education: Two years post-secondary level education and/or prior library work experience preferred.

Experience: Computer literacy is a must.

Skills: Detail oriented; Adaptability; Flexibility in schedule

Physical Requirements:

Occasional light physical effort required to perform duties under typical library conditions. Occasionally required to lift items and equipment weighing up to 30 pounds and to kneel, bend, stoop, crouch and twist. Must have manual dexterity to operate, maintain, and repair a variety of computer-related equipment. Ability to stand for periods of time, and to talk and listen.

Date posted: February 24, 2025

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.