



The Town of North Andover is accepting applications for the position of:

PART-TIME LIBRARY ASSISTANT
Stevens Memorial Library

***Starting salary: \$29.62 per hour (Grade 3 - Step 1)**

**Two evenings per week (5:00 p.m. to 9:00 p.m.) year-round
and two weekends per month (Saturday and Sunday) in a regular set rotation from
Labor Day through Memorial Day.**

This position is not benefits eligible.

***Salary is subject to the collective bargaining agreement between the Town and
AFSCME Local 2978 Administrative Union**

**Candidates are required to submit a completed Town of North Andover Employment
Application along with a resume and cover letter to jobs@northandoverma.gov
in order to be considered for this position. The Employment Application
is available on the Town's website [here](#). The position will be posted for
a minimum of ten (10) days and will remain open until filled.**

POSITION SUMMARY:

Performs paraprofessional, clerical, and direct service work supporting various library services at the Stevens Memorial Library. Performs various routine but responsible library functions according to prescribed procedures, requiring constant attention to detail, accuracy, initiative and reliability. Performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Provides technical and clerical support in circulation or children's services area; assists users in obtaining information and library materials.
- Charges and discharges books and materials at a circulation desk; registers new patrons, entering relevant information onto the computer; updates existing patron records; files associated paperwork.

- Assists with overdue materials; collects fees; and billing. Balances cash drawer daily and/or weekly.
- Shelves library books and materials; may check shelves for accuracy of placement.
- Assists patrons in locating and retrieving books and materials.
- Takes requests for reserve and interlibrary loan books and notifies patrons when requested books are available. May perform some reader advisory services.
- Answers the telephone, directing calls to the appropriate staff person or area, assisting the caller with general questions, and taking messages when necessary.
- Maintains general level of order and tidiness in public and staff areas.
- Prepares and processes new materials for circulation; updates book labels, jackets, and ownership identification on all new materials; makes repairs to materials; considers materials for possible discard.
- May perform miscellaneous data entry, filing and photocopying. Gathers statistics and performs data entry work.

Performs similar or related work as required or as situation dictates.

QUALIFICATIONS:

Required Education, Training, and Experience:

High School diploma is required. Bachelor's degree is preferred.

Public library circulation experience using an automated integrated library system program is desirable.

Knowledge of:

- Computers and technology

Skilled in:

- Customer service
- Organization and able to handle multiple tasks simultaneously
- A high degree of flexibility and collaborative team skills essential; English language skills.

Ability to:

- Interact tactfully and effectively with the general public
- Articulate clearly and apply consistently both Library and Network Consortium policies

Special Requirements/Licenses:

None.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs duties under typical library conditions. Position requires frequent physical effort, such as carrying books (up to 20-30 pounds), pushing book carts (up to 150 pounds), bending, stretching, grasping, etc., to shelf library materials. May require standing at counter-high desk for long periods of time. Able to view computer screens for extended periods of time and able to operate computers, telephones, photocopiers, and other standard office and library equipment. Has frequent contact with library patrons, other library personnel. Errors could result in misplaced or lost books and loss of goodwill with the general public.

SUPERVISION:

Supervision Received: Daily work is performed under the general supervision of Service Librarians.
Supervision Given: None.

SELECTION GUIDELINES:

Selections shall be made on the basis of qualifications, ability, and dependability. Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job posting does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATION PROCESS

All applicants are required to submit a completed Town of North Andover Employment Application along with a resume and cover letter to: jobs@northandoverma.gov, or by mail or hand delivery to Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845. Resumes may be attached to the employment application but may not serve as a substitute for completing the required employment application. The Employment Application may be obtained on the Town's website [here](#), or by visiting the Human Resources Department, or by calling (978) 688-9526.

The position will be posted for a minimum of ten (10) working days and will remain open until filled.

SUCCESSFUL CANDIDATE WILL BE REQUIRED TO UNDERGO CORI SCREENING

Individuals who need accommodations in order to participate in this hiring process should contact the Town of North Andover Human Resources Department at (978) 688-9526.