



## Blackstone Public Library

86 Main Street

Blackstone, Massachusetts 01504

Tel. (508) 883-1931 Fax (508) 883-1531

### **Library Aide**

The Blackstone Public Library is seeking candidates for the position of a part-time Library Aide. This is a 10 hour per week, non-union, grant funded position. The ideal candidate will possess excellent interpersonal, communication, and customer services skills.

**Salary:** \$11.00 per hour

#### **Basic function:**

The position of Library Aide is focused on efficient customer service. This individual will assist patrons in the use of library services, facilities, and equipment. This includes working at the circulation desk, processing holds, and shelving materials.

#### **Principal responsibilities and duties include, but are not limited to:**

- Circulates books, periodicals, and audio-visual materials
- Registers patrons for library cards
- Processes renewals, reserves, and overdue items
- Shelves all books, periodicals, and audio-visual materials
- Assists patrons with use of public access computers
- Answers walk-in, telephone, mail, and email inquiries
- Creates library displays
- Teaches and/or assists with patron computer classes
- Weeds the collection under the supervision of the Head of Circulation
- Assist patrons with downloadable materials from the online catalog
- Operates electronic museum pass reservation system
- Operates electronic event registration system
- Performs other duties as assigned
- Requires working afternoons, nights and Saturdays as scheduled

#### **Knowledge, skills and abilities:**

- Strong interpersonal skills
- Ability to make decisions in accordance with library policies and procedures
- Ability to operate a computer, use Office and/or similar products, and library software
- Ability to operate a tablet and/or hand held device
- Ability to lift not more than fifty (50) pounds
- Ability to stretch or climb to a height of seven feet and bend to floor level
- Basic knowledge of the Internet

This position falls under the supervision of the Director, Assistant Director, Senior Library Technician/Head of Circulation, and Shift Supervisors.

**Qualifications:**

Associate's Degree or commensurate experience in libraries

Must pass a CORI and physical examination

Must be 18 years of age

**How to apply:**

Send resume to Lisa Cheever, Library Director at the Blackstone Public Library, 86 Main Street, Blackstone, MA 01504 or email your resume to [lcheever@cwmars.org](mailto:lcheever@cwmars.org). Please make sure to put a subject line in the email, or it will be deleted.

**Closing date:** August 12, 2017