



Part-Time Assistant Circulation Librarian

The Hudson Public Library has proudly served Hudson residents and neighboring communities since 1867. Our current location at Wood Square originally opened to the public in November 1905 and is approximately 15,000 square feet. Our team seeks to recruit a *Part-Time Assistant Circulation Librarian* who is passionate about library services for and is highly interested in engaging with our diverse community of approximately 20,000 residents.

Definition

This position serves to assist the Circulation Supervisor in effectively and efficiently performing direct public library services and administrative tasks of a professional, complex, and confidential nature in the area of adult services; all other work as required.

Supervision

Work under the general direction of the Circulation Supervisor and the policies established by the Board of Library Trustees. Refers unusual matters to the Circulation Supervisor and Assistant Circulation Librarian.

Assist with the orientation, training, supervision, and assignments for Library Pages, volunteers, and interns as required or in the absence of the Circulation Supervisor and the Assistant Circulations Librarian.

This position is subject to review and evaluation according to the Town's personnel plan.

Essential Duties & Responsibilities

The Part-Time Assistant Circulation Librarian is responsible for assisting with various aspects of the Circulation Department, including public service operations, technology access, reference assistance, reader's advisory, programs and events, publicity, communications, and community outreach.

Job Environment

Perform work under typical office and library conditions; the noise level and interruptions range from low to high at times. Library hours require scheduled evenings and weekend work.

Proficiently and effectively, operate and maintain library technology and equipment.

Experience regular contact with library staff, the general public, local schools and businesses, and community organizations.

Access library patron information which requires appropriate judgment, discretion, and professional office protocols.

Errors may result in delay or loss of library service, poor public relations, and monetary loss.



Required Minimum Qualifications

Education and Experience

Associate's degree or two years of post-high school education; a proficient background in technology; a minimum of two years of progressive library or customer service experience; or any equivalent combination of education and experience

Knowledge, Ability, and Skill

Knowledge: General knowledge of the principles and practices of library work, technology, and public service.

Ability: Operate effectively, tactfully, and courteously with library staff and members of the general public. Interpret patron needs quickly and accurately. Exercise considerable judgment and initiative to perform duties. Complete projects on time with minimal supervision. Work collaboratively in areas of decision-making for enhancements in library services, collections, and procedures. Learn, adapt, and utilize current and new technologies.

Skill: Demonstrate strong oral and written communication skills; customer service relations; multi-tasking and organizational skills; technical skills and use of library technology and office equipment. Fluency in Portuguese or Spanish is beneficial but not required.

Physical Requirements

This position is primarily intellectual; however, it requires various physical capabilities. While performing the duties of this position, the use of gross and fine motor skills to sit, stand, reach, bend, push, carry, lift, shift, and handle various objects, tools, or controls is required. Occasionally, the employee must lift and move approximately 35 pounds. Must recognize and hear normal sounds, distinguish sound as voice patterns, and communicate through human speech. Specific vision abilities required by this job include close vision and adjusting focus.

The employee is subject to a physical examination and a Criminal Offenders Record Inquiry (CORI) before and during employment.

Job Title: Part-Time Assistant Circulation Librarian
Location: 3 Washington Street, Hudson, MA 01749
Salary: \$17.09 - \$21.62/hour in eight steps
Job Type: Part-time (17 hours per week on average), non-union, non-benefitted position



How to Apply

Qualified candidates will email or mail a Town of Hudson employment application (<https://bit.ly/toh-employment>), cover letter, and resume to Fernanda Santos, Human Resource & Licensing Manager, Town of Hudson, 78 Main Street, Hudson, MA 01749.

Applications by email are accepted at: fsantos@townofhudson.org. Position is posted until filled.

The Town of Hudson is an Equal Opportunity / Affirmative Action employer. The Town of Hudson does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individual's status in any group or class protected by applicable federal, state, or local law. The Town of Hudson encourages applicants from minorities, women, the disabled, protected veterans and all other qualified applicants.