



## 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 adult library services and is highly interested in engaging with our diverse community of approximately 20,000 residents.

### **Definition**

This position serves to assist the Circulation Librarian 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 supervision of the Circulation Librarian and the policies established by the Board of Library Trustees. Refers all unusual matters to the Circulation Librarian 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 Assistant Circulation 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 assistance, reference assistance, reader's advisory, programs and events, publicity, communications, and community outreach.

Assist with the following responsibilities:

1. Coordinating library displays.
2. Promoting library collections, programs, and resources.
3. Leading book club discussions.
4. Facilitating programs and activities.
5. Hosting library tours.
6. Contributing to library communications and social media.
7. Providing reference assistance as needed.
8. Providing user instruction, workshops, and access to library materials.
9. Accessing and troubleshooting library technology and equipment.
10. Maintaining areas managed by the Circulation Department.



**Job Environment**

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

Proficiently and effectively operate and maintain library technology and equipment.

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

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

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

**Required Minimum Qualifications**

Education and Experience

Associate 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. Proficiency in Portuguese or Spanish is beneficial.

**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:** \$17.43 - \$22.94/hour in eight steps

**Job Type:** Part-time (17 hours per week on average), non-union, non-benefited position. AA/EOE



### **How to Apply**

Qualified candidates will email a Town of Hudson employment application (<https://bit.ly/toh-employment>), cover letter, and resume to Fernanda Santos, Human Resource & Licensing Manager at [fsantos@townofhudson.org](mailto:fsantos@townofhudson.org). **Include, PT Circulation Librarian Position, in the email subject line.**

This position is posted until filled.