

CHELMSFORD PUBLIC LIBRARY

JOB OPENING

Posting Date: April 3, 2025

Position: Library Assistant Sub

Department: Main Circulation Desk

Rate: \$20.9169/hr. (Time and a half for Sundays)

Hours: as needed

Starting Date: Position open until filled

Library Assistant:

The Chelmsford Public Library is looking for qualified applicants to join our team as a substitute Library Assistant for the Borrower Services Department.

Duties: Library Assistant substitutes will provide positive, courteous service to the public in a team-oriented environment to ensure a high level of customer satisfaction; work at the Circulation Desk, including checking materials in and out to patrons, organizing patron reserves, answering the telephone and directing calls, and register new borrowers; assist patrons with the copier; assist patrons in locating materials; answer patron questions; maintain the highest level of patron confidentiality; reserve and distribute museum passes using online software; maintain proper order in the collection by reading shelves; other duties as requested.

Physical requirements: must be able to lift 35 lbs. with or without assistance, push a cart full of library materials, and bend, reach and stand for extended periods of time.

Candidates must be able to adapt smoothly to patron demands and should enjoy interacting with people of all ages. Prior experience working in Circulation is a must. Four-year college degree preferred, and familiarity with SirsiDynix Symphony ILS is a plus.

If you are interested, please email your letter & resume to Nancy McColm at nmccolm@chelmsfordlibrary.org The Town of Chelmsford is an EEO/AA Employer.