LIBRARY ASSISTANT
Town of Millbury

Wanted: Library Assistant; Millbury Public Library. This is a 10 hour, flexible hours, union, non-benefited position. **Duties include but not limited to:** Basic reference service to the public; demonstrating self-service options including their online library account, library apps, registering for events & museum passes, downloading e-books and e-audiobooks; charging/discharging items for patrons on automated circulation system; maintaining registration database and patron reserve system; searching titles in electronic database; placing reserves on system; notifying patrons; and general record keeping. **Qualifications:** High School Diploma, experience working with the public; experience with downloadable media, internet/browsers, document production devices; proficient in Microsoft Office necessary. **Preferred Qualifications:** Associate degree or 2 years’ college. Salary range: $17.70/hr. to $18.66/hr. All applicants must be able to pass a criminal background/CORI check and a pre-employment physical including drug testing. Resumes will be accepted until position filled at: Director of Human Resources, Town of Millbury, 127 Elm Street, Millbury, MA 01527. AA/EOE