



SOUTHBOROUGH LIBRARY

August 2nd, 2022

Job Posting
Department: Library
Position: Library Assistant, Full-Time
No. of Open Positions: 1

The Southborough Library seeks an applicant for a full time Library Assistant. This employee will work 38 hours per week at the Southborough Library under the guidance of the Library Director and the Assistant Library Director.

Working hours vary, but include regular 10:00 AM to 6:00 PM shifts in addition to working an afternoon/evening shift 1:00 PM to 9:00 PM once a week and a 10:00 AM to 5:00 PM shift every other Saturday. Candidate must be able to interact with fellow library staff, residents, vendors and employees in other town departments. Acting in direct coordination with the Assistant Library Director, this position will provide regular support in the Children's Room, the Teen Room, and the Main Floor Circulation Desk on a weekly basis. Working knowledge of Microsoft Excel & Word necessary. Ability to learn new technology platforms, including Envisionware, TixKeeper, and Evergreen are preferred. Candidate must possess excellent customer service skills.

This is a full-time position within Schedule A, Grade 2 of the Town of Southborough Salary Administration Plan. Weekly pay range starts at \$20.89 to \$24.02 with excellent employee benefits. Send a cover letter, resume, and professional references to Ryan Donovan, Library Director, Southborough Library, 25 Main Street, Southborough, MA 01772 or to rdonovan@cwmar.org. Resumes and application materials received by August 17, 2022 will receive preference. This position will remain open until filled.

This position is non-union. The Town of Southborough is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran, genetic information, and other legally protected characteristics.