



TOWN of NORTH READING

Massachusetts

Human Resources

Alyson Olsen
Administrator

TOWN OF NORTH READING JOB OPENING

The Town of North Reading is currently accepting applications for a Library Technician I position immediately available at the Flint Memorial Library. This open position is part of the Library Union.

The successful candidate will be energetic, creative and able to perform duties with a medium degree of independence. Provides general information and customer service in response to patron's questions.

Duties and desired skills include:

- * Outstanding customer service skills
- * Ability to manage multiple tasks with frequent interruptions and still be detail-oriented
- * Excellent verbal & written communication skills
- * Regular involvement in the daily operation of the library, including coverage of the Children's and main Circulation desks.
- * Help with special projects as needed

Library experience and B.A. preferred. Must have experience with computer programs such as MS Office 2010, Word and Excel.

The position is part-time, 18 hours per week. This schedule includes at least one night a week and a Saturday rotation. The starting rate of pay is \$13.79/hr.

If you are interested in this position, please submit your resume/application by May 1, 2015.

North Reading Town Hall
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