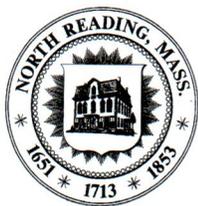


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TOWN CLERK
NORTH READING, MA



TOWN of NORTH READING

Massachusetts

Administration

Substitute Library Technician

DEFINITION: Temporary position. Performs clerical and technical work at a paraprofessional level in various phases of library operations.

SCHEDULE: Is called to work only when union member has not volunteered to substitute of absent staff member.

UNION STATUS: Will not be eligible for union membership.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Minimum requirement: high school diploma and at least one year of college courses or equivalent, relevant library experience. Proficiency with computer usage.

SPECIAL ABILITIES:

The ideal candidate is an enthusiastic, customer-service oriented person who can communicate effectively with people in a busy public service environment. The ideal candidate will have computer skills, and the ability to assist the public in using the library's online catalog.

This is an on-call position which will include some evening hours and Saturdays. Hours will vary from week to week and are not guaranteed.

RATE OF PAY:

\$11.00

08/16