



Position Title: Substitute Library Technician
Department: Flint Memorial Library
Reports to: Sharon Kelleher, Library Director
Hours: Per diem
Date: 10/09/2019
Salary: \$14.00 Hrly

DUTIES INCLUDE:

Clerical and technical work at a paraprofessional level covering circulation desks.

QUALIFICATIONS:

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

This is an on-call position which includes one full Saturday per month. Additional hours vary, and are not guaranteed.

EDUCATION AND EXPERIENCE:

Minimum requirement: high school diploma; college degree preferable. Library experience a plus.

RATE OF PAY:

\$14.00 per hour. This is a non-union position with no benefits.

If you are interested in this position, submit application to:

Jobs2@northreadingma.gov

Subject line: LIBRARY SUBSTITUTE TECHNICIAN

Physical Requirements			
Library Substitutes		2019	
PRIMARY		COGNITIVE AND SENSORY REQUIREMENTS:	
LIFT up to 10 lbs:	Occasionally required	Talking:	Necessary for communicating with others.
LIFT 11-25 lbs.:	Occasionally required	Hearing:	Necessary for receiving instructions and queries.
LIFT 26-50 lbs.:	Not required.	Sight:	Necessary to perform job effectively and correctly
LIFT over 50 lbs.:	Not required.	Tasting & Smelling:	Not required.
CARRY up to 10 lbs.:	Occasionally required.		
CARRY 11 to 25 lbs.:	Occasionally required.		
CARRY 26 to 50 lbs.:	Not required.		
CARRY over 50 lbs.:	Not required.		
REACH above shoulder height:	Occasionally required.	Other Physical Considerations	
REACH at shoulder height:	Frequently required.	Twisting:	Occasionally required
REACH below should height:	Occasionally required.	Bending:	Frequently required
PUSH/PULL:	Frequently required.	Crawling:	Not required.
		Squatting:	Occasionally required
		Kneeling:	Rarely required
DURING AN 4 HOUR DAY, EMPLOYEE IS REQUIRED TO:		Crouching:	Occasionally required
		Climbing:	Rarely required
Consecutive Hours		Balancing:	Not required.
Sit:	1 2 3 4 5 6 7 8 - Varies Daily		
Stand	2 2 3 4 5 6 7 8 - Varies Daily	HAND MANIPULATION	
Walk	3 2 3 4 5 6 7 8 - Varies Daily	Grasping:	Frequently required
		Handling:	Frequently required
Total Hours		Torquing:	Frequently required
Sit	1 2 3 4 5 6 7 8 - Varies Daily	Fingering:	Frequently required
Stand	2 2 3 4 5 6 7 8 - Varies Daily		
Walk	3 2 3 4 5 6 7 8 - Varies Daily		
Controls and Equipment:	Computer, telephone and copier.		
Work Surfaces:	Standard office desk and chair, computer work station; tile, carpet, cement floor; table; service counter.		