



Library Technician Posting

Hours of Work: Full-time/35 hours per week union position; schedule includes alternating Saturdays and up to two evenings per week

Salary Range: \$16.11-\$17.19 per hour & Town of Tyngsborough benefits

Reports To: Library Director

SUMMARY

Performs a variety of specialized clerical and manual tasks in processing, classifying and cataloging library materials and providing services to library patrons.

- Performs a variety of tasks related to collection development, including materials review, ordering and weeding in assigned formats and genres. Collects and analyzes relevant circulation data. Acts as a liaison with magazine and other vendors.
- Insures optimum public service. Understands Library services, policies and procedures and is able to effectively and courteously explain these to Library patrons.
- Assists at the circulation desk, including all circulation and registration procedures. Provides readers' advisory services. Processes interlibrary loan requests. Advises patrons on current selections and location of materials in the Library. Assists patrons with research and the use of electronic resources. Provides support to patrons using public computers. Shelves books.
- Performs various clerical and office duties as necessary, including sorting and distributing mail, creating signs, sending faxes, monitoring use of copier, maintaining orderly workspaces, etc. Troubleshoots simple technical issues with public computers.
- Assists with program planning, marketing and execution.
- Participates in Library's planning process; responsible for meeting service goals related to Library services.
- Performs other similar or related duties as required and/or assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and/or Experience

- High school graduate or equivalent required; college degree preferred;
- Additional training in Library cataloging and database entry preferred;
- One to two years of Library or general office experience, and
- Any equivalent combination of education and experience.

A full job description is available at the Library.

Please submit resume and cover letter to Library Director Sue Arthur at sarthur@tynglib.org.

Open until filled.