

TOWN OF WESTMINSTER, MA
FORBUSH MEMORIAL LIBRARY

LIBRARY ASSISTANT I - PART-TIME (17 HOURS)

The Town of Westminister is accepting applications for a part-time, non-benefited, Library Assistant. Technical and clerical work, as well as public service work supporting the operations of the Forbush Memorial Library. Applicants must be able to operate standard office and library equipment including automated circulation/catalogue system and various computers. Assists patrons at circulation desks, in processing of new materials and with interlibrary loan items. May be assigned to cross train in other library responsibilities. Moderate physical effort required in carrying and shelving books. May regularly be required to lift and/or move materials weighing up to 50 pounds. Ability to work with the general public and the library staff in a courteous and tactful manner required. Schedule requires evening and weekend shifts. Starting pay rate: \$12.71-\$14.52/hr. Application is available on town website at www.westminster-ma.gov under Human Resources dept., or email jbelleveau@westminster-ma.gov (978-874-7404). Job description may be obtained from the Personnel Department, 11 South Street, Westminister, MA during regular business hours or via email. Requirements: Associate's degree; one year of experience in dealing with the public desirable; or any equivalent combination of education and experience. Deadline for applications: Monday, June 27, 2016.
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