



Middleborough Public Library

102 North Main Street | Middleborough, MA 02346 | (508) 946-2470

JOB POSTING Circulation Technician

Posting Date: September 18, 2018
Position: Circulation Technician
Hours: 22 hours/week (some evenings, Saturdays, and Sundays)
Wages: \$15.42 to \$22.65 per hour (in 9 annual steps) with benefits

Definition

Routine clerical and direct service work in connection with library services and related activities; all other related work as required.

Supervision

Work is performed under the general supervision of the Library Director or her/his designee. Performs varied routine library functions in accordance with prescribed procedures which require constant attention to detail and accuracy.

Job Environment

Work is performed under typical library conditions; it requires frequent interaction with library patrons, staff and volunteers.

Essential Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provides circulation and basic reference services for patrons.
- Performs a variety of related clerical functions.
- Provides assistance in various phases of operation at the front desk: answers the telephone, provides basic directional reference and reader advisory services; issues library cards; checks books and other library materials in and out; collects and records fines for overdue books; assists patrons in the use of library facilities and in locating library materials; shelves and maintains collection in proper order.
- Provides assistance to library volunteers, as needed.
- Updates patron records and performs miscellaneous filing and computer data entry work.

- Handles a variety of requests from patrons related to computer help, our digital catalog, and various online resources available.
- Assists with museum pass requests, meeting room/study room reservations, and any special project related or similar to library clerical duties.
- Operates computers, printers and all other standard office and library equipment. Troubleshooting capabilities for various electronics will also be necessary.

Recommended Minimum Qualifications

Education and Experience

High school diploma with some college coursework and six months of experience in library services (preferred); or an equivalent combination of education and experience.

Physical Requirements

Moderate physical effort required in performing functions under typical library conditions. May be required to move or arrange furniture. Intermittent walking, reaching, crouching, climbing and similar activities. Ability to use a keyboard. Required to lift and shelve books and move boxes of books which may weigh up to 30 pounds. Vision and hearing at, or correctable to, normal ranges.

Respond to: Please email resume and cover letter to: midlib@sailsinc.org

Respond by: October 5, 2018.

The Town of Middleborough is an equal opportunity employer.