

# TEMPORARY EMPLOYMENT OPPORTUNITY

## On-Call – As Needed

### LIBRARY ASSISTANT MILLIS PUBLIC LIBRARY

The Town of Millis is seeking candidates for a temporary part-time “on call” Library Assistant (Circulation) at the Millis Public Library. Hours not to exceed 18 hours per week.

Candidates should possess a working knowledge of library methods and procedures, ability to work with the public, and computer skills. Public service experience working with adults, teens and children preferred. Specific work schedule to be determined.

Pay is \$13.94 per hour with no benefits.

#### **Recommended Minimum Qualifications: Library Assistant Millis Public Library**

##### **Education and Experience**

Associate’s Degree or two years of college course work is desirable; one year of clerical or library experience; or an equivalent combination of education and experience.

##### **Knowledge, Ability and Skill**

**Knowledge.** Working knowledge of library methods and procedures. Knowledge of library referencing system.

**Ability.** Ability to process library materials. Ability to perform all duties associated with circulation, cataloguing, maintaining and updating library registration, etc. Ability to work accurately and pay close attention to detail. Ability to use a computer, CD ROM and office machines, such as copier and fax.

**Skill.** Skill in typing and computers. Excellent customer service skills.

Applications available at the Town Administrator’s Office and at the Circulation Desk at the Millis Public Library and are due in the Town Administrator’s Office, 900 Main Street, Millis, MA 02054. Position will remain opened until filled.