



Library Associate I

Town of Sterling

The Conant Public Library, Sterling, MA is accepting applications for a part-time Library Associate I.

Responsibilities include: providing circulation and reference services at the adult and children's service desks; assisting with use of library computers, including online reference and other online services, and assisting with library programs.

Minimum qualifications include: Associate Degree in Liberal Arts or a related field; a minimum of one to three years prior work experience preferably in the library or customer service field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Abilities necessary: Ability to interact in a positive and effective manner with employees and the general public. Handle a great many details, some simultaneously, with accuracy. Communicate effectively, both orally, in writing, and through various forms of media. Ability to operate variety of office equipment, and computer proficiency with functional knowledge of Word, Excel, and Outlook. Experience with C/W MARS Evergreen circulation software is preferred.

Position requires the ability to move heavy book carts, reach upper and lower book shelves, and routinely lift books. The position is 12 hours four nights a week, Monday-Thursday 5pm to 8pm, and Saturday rotation.

Starting wage is \$14.26 per hour with a 2% increase in July.

Resumes accepted at Conant Public Library, 4 Meetinghouse Hill Rd., Sterling, MA 01564 or email to conantpl@cwmar.org. Open until filled. A position description is available at the library. **EEO/AA/ADA**



