

September 4th, 2019

The South Dennis Free Public Library seeks an assistant to perform circulation desk duties under supervision of the Library Director.

Responsibilities include but are not limited to:

- Checking materials in and out
- Renewing materials
- Collecting and recording fees and fines
- Issuing library cards and entering patron data
- Answering telephone calls
- Retrieving items for paging list (reserve requests)
- Notifying patrons regarding reserved materials availability.
- Providing patron assistance and responding to questions and concerns
- Performing reader's advisory
- Sorting and shelving materials
- Opening and/or closing the library
- Assisting with other duties at the discretion of the director

Requirements:

- Bachelor's Degree preferred
- Strong customer service skills
- Experience volunteering or working in a library
- Basic computer skills
- Knowledge of Sierra preferred
- The ability to exert physical effort in light to moderate physical activity, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds)
- Must be comfortable working alone/being the only staff member in the library during a shift

This is a permanent part-time position of 7.5 hours a week to be scheduled as follows:

Tuesdays 1pm - 4pm

Wednesdays 1pm - 4pm

Every other Saturday 9am - 12pm

The hourly rate is \$15.00 and does not include benefits other than paid holidays and those required by law.

To apply, please submit a letter of interest, resume and two reference letters electronically to Veronica Hernandez, Library Director, South Dennis Free Public Library at vhernandez@clamsnet.org

Position will remain open until filled.

Equal Opportunity Employment Policy:

It is the policy of the South Dennis Free Public Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.