

Porter Memorial Library
Substitute Library Technician

The Substitute Library Tech is responsible for providing general library services to the public in a courteous manner and in accordance with Library policies and procedures; and all other duties as required.

- Circulates library materials using a computerized system, issues new library cards
- Reshelves library materials in proper order
- Labels, catalogs, and covers library materials
- Provides basic directional, reference, and reader advisory services, answers telephone
- Performs library opening and closing tasks, including light cleaning.
- Assists director with larger projects such as reorganization or sections or recataloging

Distinguishing Characteristics

Duties include work of a technical and routine nature requiring knowledge of library policies and procedures, good judgment and common sense; some performance of specialized collection maintenance tasks; and the ability to effectively work with the general public.

The Library Tech has access at the department level to patron confidential information. Work is performed under typical library conditions with requirements for standing for long periods (4 hours) of time and frequent lifting and carrying of heavy library materials (20 lbs).

Examples of work

The Library Tech provides library services to patrons by circulating materials using the on-line computerized catalog/circulation system, providing information and reference data to patrons and youth in particular on a wide variety of topics.

The Library Tech processes new materials; may enter or modify data in the catalog/circulation system; re-shelves books; answers telephone inquiries; and helps patrons with technical assistance on the computer as needed.

Education and Experience

High School degree required, Bachelors preferred. Experience working in a library or other public service environment is highly encouraged. An avid reader is always an added bonus.

Knowledge, Ability and Skill

Ability to perform a wide range of clerical and technical duties and act appropriately to represent Porter Memorial Library and deliver services to the public. Ability to establish strong working relationships with the public and fellow staff members. Ability to identify and solve problems. Ability in learning and operating a computerized library circulation system and other electronic library media. Excellent reading, writing, and speaking skills. Ability to effectively communicate with patrons of all ages. Perceptiveness, persuasiveness and tact to deal with the public.

Please contact Porter Memorial Library Director Nicole Daviau for more information. Send letter of interest and application to Nicole Daviau, Director, Porter Memorial Library, PO Box 797 Blandford MA 01008 or via email to ndaviau@cwmares.org. Applications are also available at the library during open hours.

Open until filled. THE TOWN OF BLANDFORD IS AN EQUAL OPPORTUNITY EMPLOYER.