



Tyngsborough Public Library
25 Bryant Lane,
Tyngsborough, MA 01879
<https://www.tynglib.org/>
Tel: (978) 649-7361 Fax: (978) 649-2578

Library Circulation Assistant Posting

Hours of Work: 10 hours per week union position; schedule includes Saturdays, 9 AM – 2 PM as part of a rotating schedule.

Salary Range: \$17.73 per hour

Reports To: Library Director

SUMMARY

The Tyngsborough Public Library is seeking applicants for the position of Circulation Assistant. This is a part time, Clerical Union position with an hourly rate range budgeted at \$17.73 an hour for 10 hours per week, including 9 AM – 2 PM on Saturdays as part of a rotating schedule. Additional hours may be available. Candidates with flexible schedules preferred.

Primary duties include providing exceptional customer service at a public service desk to patrons of all ages, including children; checking materials in and out; registering patrons; providing interlibrary loan, readers advisory and reference services; assisting patrons with use of computers and electronic resources; shelving, collection maintenance and processing materials. Program assistance and other duties relative to the overall functioning of the library may also be assigned.

DESIRED MINIMUM QUALIFICATIONS & SKILLS

High school graduate or equivalent required; college degree preferred; library experience preferred; and any equivalent combination of education and experience.

Please submit a resume and cover letter to Library Director Kathy Growney at kgrowney@tynglib.org.

Open until filled.

A full job description is available at the Library.