

Reference Library Assistant

Somerset Public Library
1464 County Street
Somerset, MA 02726
<http://www.somersetpubliclibrary.org/>

Description:

This position is primarily responsible for supporting the Reference Department. Duties include providing readers' advisory; offering reference services; assisting patrons with library computer and printer usage; instructing patrons on electronic resources and e-readers; and other tasks as assigned by the Reference Librarian.

In addition to the above responsibilities, this person will also cover the Reference Desk on alternating Saturdays in conjunction with other library staff, and provide staff support in other areas of the library as needed.

Qualifications:

Bachelor's Degree and one to three (1-3) years' library experience is preferred, 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.

Ability to work independently with a high degree of accuracy; ability to use a variety of computer software programs (MS Office, Google Products, etc.) as well as print and electronic resources. Proficient interpersonal and customer service skills to interact with patrons of all ages; proficient oral and written communication skills; excellent organizational skills.

Salary:

\$15.49 per hour. 15 hour work week. This is a non-benefited position.

Instructions:

Please complete an [employment application](http://www.townofsomerset.org/sites/somersetma/files/pages/employment_application_revised_oct_2018.pdf):
www.townofsomerset.org/sites/somersetma/files/pages/employment_application_revised_oct_2018.pdf

and email with your resume and cover letter to:

pramos@town.somerset.ma.us

or mail to:

Paula Ramos
Town Administrator's Office
140 Wood St. Room 23
Somerset, MA 02726