



Morrill Memorial Library
Town of Norwood
33 Walpole Street
PO Box 220
Norwood, MA 02062-0220



NORWOOD MORRILL MEMORIAL LIBRARY
EMPLOYMENT OPPORTUNITY

Title: Part-Time Adult and Information Services Substitute (*Requisition #2018-015*)
Department: Morrill Memorial Library
Hours: Part-Time, 3-7 hours per week
Salary: \$21-\$24/hour, non-benefited position

The Morrill Memorial Library is seeking a part-time substitute Adult and Information Services to serve the public in the Reference department of the Library. He/she may also be scheduled to work at other public service desks, including Youth Services, and Information if appropriate. This position is under the direction of the Adult and Information Services Department Head. At least one Saturday per month will be scheduled. Other hours may be available during the week from time to time but are not required.

Duties:

- This professional will work in the Morrill Memorial Library Reference Department on Saturdays assisting patrons with reference inquiries, technology needs, printing assistance; responding to customer service issues; providing programming assistance, and other duties as required.
- With training, he/she will understand the additional tasks of reserving materials, processing overdue notices, etc.

Schedule Requirements:

- Master's degree from an accredited Library Science graduate program is required
- Customer service and technology skills are a must.
- Other hours may be scheduled to fill in for full-time personnel.

Interested and qualified candidates should submit a Town of Norwood Employment application, resume and cover letter to the email below. This posting is open until filled. **Please reference Req. #2018-015 on all materials:**

Michelle Pizzi O'Brien
Director of Human Resources
Town of Norwood
jobs@norwoodma.gov

**This posting is not meant to be exhaustive of all duties and requirements. The complete job description and the Town of Norwood General Employment Application is available online at www.norwoodma.gov under the link for Employment Opportunities or on file at www.norwoodlibrary.org under the link for Careers.*

The Town of Norwood is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status. Posted Wednesday, May 30, 2018.