



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 Circulation Substitute (*Requisition #2018-013*)
Department: Morrill Memorial Library
Hours: Part-Time, 3-7 hours per week
Salary: \$14.00-\$17.00/hour, non-benefited position

The Morrill Memorial Library is seeking a part-time substitute circulation assistant to serve the public at the front desk of the library. This position is under the direction of the Circulation Chief.

Duties:

- Working directly with the public in carryout out routine circulation department procedures including charging and discharging of library materials, phone renewals, borrower registration, fine collection.
- With training, will understand the additional tasks of reserving materials, processing overdue notices, etc.
- May supervise other part-time circulation assistants in the absence of a full-time employee.
- Other work as required and directed.

Schedule Requirements:

- High school diploma is required. Associate's degree or higher is preferred.
- Customer service and technology skills are a must.
- Scheduled Saturday and evening work is required. (One Saturday regularly scheduled every 5 to 6 weeks.)
- One evening regularly scheduled each week.
- Other hours will 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. Position open until filled. **Please reference Req. #2018-013 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.*