



**Morrill Memorial Library**  
**Town of Norwood**  
33 Walpole Street  
PO Box 220  
Norwood, MA 02062-0220  
781-769-0200  
[ccanelli@norwoodma.gov](mailto:ccanelli@norwoodma.gov)



**Title:** Circulation Assistant, Requisition #2016-020  
**Department:** Library  
**Status:** Permanent, Part-time benefitted  
**Hours:** 20 hours per week; irregular hours - some evenings and weekends  
**Salary:** Grade 2 (\$20.38 - \$23.64 per hour in six steps)

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**General:\***

The Morrill Memorial Library is seeking a Circulation Assistant. Work is performed under the supervision of the Circulation Chief.

**Duties:** The Circulation Assistant performs general duties requiring a general knowledge of network and local departmental operations and the exercise of basic judgment and initiative to perform duties and complete assigned tasks. The Circulation Assistant provides guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. The Circulation Assistant supervises part-time employees and acts as department supervisor in the absence of a more senior employee. The Circulation Assistant performs responsible work in providing circulation desk coverage and assistance and ensures that library patrons receive positive, efficient and pleasant service. The Circulation Assistant makes constant contact with the general public requiring a high level of courtesy and patience. Punctuality at the workplace is required. The hours of this position are often irregular and is approximately 1040 hours annually.

**Qualifications:** Candidate should possess a high school diploma and an associate's degree is preferred. Candidate should have at least one year of experience in library operations, familiarity with computers and with library automated systems. Any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job will be considered.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some tasks can be physically challenging requiring moving books and other library materials. The successful applicant will be regularly required to walk, stand, stoop, kneel, crouch, replace books on shelves, and reach to high-level shelves; operate a keyboard at an efficient speed; lift and/or move objects weighing up to 30 pounds such as books, equipment, supplies, etc. The candidate must possess vision and hearing at or correctable to normal ranges and communicate verbally and in writing.

*\*This job posting is not meant to be exhaustive of all job duties and requirements.*

**Interested and qualified candidates should submit a letter of interest, resume and Town of Norwood employment application by email to:**

**Michelle Pizzi**  
**Human Resources Director**  
**Town of Norwood**  
[hr@norwoodma.gov](mailto:hr@norwoodma.gov)

**Complete applications must be received by September 1, 2016, please indicate Requisition #2016-020 on ALL application materials. The job description and the Town of Norwood employment application are available online under the JOBS link at [www.norwoodma.gov](http://www.norwoodma.gov).**

*The Town of Norwood is an equal opportunity employer 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 August 10, 2016.*