

Help Wanted: Library Assistant/Teen Assistant

TITLE: LIBRARY ASSISTANT I/TEEN ASSISTANT

SALARY: \$10.68hr (Temporary part-time: 15 hours per week, no benefits)

DEPARTMENT: LIBRARY



FUNCTION: The New Bedford Free Public Library is seeking to hire a part-time Teen Assistant to work at the two Teen Rooms at the Lawler and Howland-Green Branches.

SUPERVISION RECEIVED: This position works under the general supervision of the Teen Coordinator/Reference Librarian (Librarian II).

SUPERVISION EXERCISED: None.

DUTIES: Assists in recruiting volunteers for and interacting with the Teen Advisory Board, solicits participants, develops cooperation and collaboration between the local schools and the library. Implements programs and events at the Teen Rooms and assists in any other tasks as needed for this grant.

SPECIAL REQUIREMENTS: Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

QUALIFICATIONS: High school diploma or GED required. Two years of college or appropriate public library experience with an automated library system preferred. Individual must possess working knowledge of library principles, methods and procedures; good communication skills with the ability to deal tactfully with others; attentive to detail, good judgment, good physical condition, ability to type at least twenty words per minute. Contributes to the smooth operation of daily functions by completing assigned projects without ongoing supervision. Establishes and maintains harmonious working relationships with others. Should be familiar with working with the 'tween and teen population, have good organizational skills, and have some experience in working with and encouraging teen leaders.

TOOLS AND EQUIPMENT USED: Library computer system; personal computer; printer; photocopier; calculator; telephone; fax machine.

PHYSICAL DEMANDS: 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.

Work is performed mostly in office settings. Hand/eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee is regularly required to stand or walk.

Details on applying for this job here: <http://newbedford-ma.gov/Personnel/employ.html>.