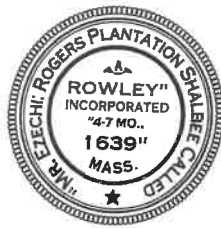


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Town of Rowley

Massachusetts 01969

PERSONNEL BOARD
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139 Main Street • PO Box 275
Rowley, MA 01969

Phone (978) 948-2705
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debbie@townofrowley.org

JOB VACANCY NOTICE

Library Technician

Library Department

Town of Rowley

The Rowley Public Library is seeking a Library Technician.

This position reports to the Library Director or Associates and generally oversees the Circulation Desk operations and supervises Library Pages. Duties include data entry in the library automated network catalog and related database maintenance; processing library materials; staffing reference and public service desks. This is a part-time position and requires working one five-hour day shift per week and at least one Saturday shift per month.

Examples of Duties:

- Works with the public, offers reader and reference assistance, helps patrons to use the online catalog and databases and instructs on how to access the Internet.
- Performs a full range of circulation procedures including checking in, checking out and renewal of materials, Inter-library Loan request processing, assisting with the processing and mending of materials.
- Troubleshoots and maintains online catalog holdings for library materials collection, using MARC cataloging rules, acquisitions and withdrawal of materials and database records. Updates and maintain patron records database.
- Oversees work of Library Pages
- Other duties as assigned

Minimum qualifications include High School diploma, Bachelor's degree preferred, with a minimum of two years' experience working in a public library.

Starting rate \$15.96/hour Grade 3. Resumes and applications to: Library Director, Town of Rowley, PO Box 276, Rowley, MA 01969 by March 23, 2020. Position opened until filled.

DME 3/10/2020