



**Position Opening  
Temporary Part-Time Librarian I  
19.5 hours a week**

**General Summary:**

A fantastic opportunity for an MLS librarian or MLS candidate librarian to work in a well-loved and busy library. We are looking for a forward-thinking, creative, and service-oriented professional to join our team and help enhance our library services. The successful candidate will primarily work at the Reference desk but may also have shifts at the Circulation and/or Children's desk. Daily work includes assisting patrons at the desk with reference work, checkouts, holds, museum passes and readers' advisory as well as assisting with electronic resources, computers, microfilm, photocopiers and printers, scanners and mobile technology.

**Duties, Responsibilities and Qualifications:**

Candidate must have excellent interpersonal skills and be able to communicate effectively and work cooperatively with patrons of all ages, volunteers, community partners, colleagues and supervisors. Qualified candidates must be organized, reliable, able to work independently and as part of a team, have a positive attitude, and excellent customer service and problem-solving skills.

**Requirements:**

An MLS or MLS candidate is required. Experience with Symphony WorkFlows is a plus as well as proficiency with Microsoft Office, knowledge of current technology, technological trends, and operation of related equipment, familiarity with online searching is required.

**Hours of Work:**

19.5 hours a week. The position includes a rotation of Saturdays. Hours are assigned and subject to change in order to meet the needs of the department and the Library. Flexibility is expected and desired.

\*This is a temporary position covering for a leave and will work up to five months beginning approximately the beginning of April 2020. If budget allows this position could be moved to permanent.\*

**Rate:** Librarian I hourly rate range FY'20 = \$19.97-\$22.94

For complete job description please go to [www.hwlibrary.org](http://www.hwlibrary.org), [www.hamiltonma.gov](http://www.hamiltonma.gov), [www.wenhamma.gov](http://www.wenhamma.gov) or ask at the circulation desk.

**Application Procedure:**

Submit a cover letter and resume to Kim Butler, Library Director, [kbutler@hwlibrary.org](mailto:kbutler@hwlibrary.org)  
First consideration given to applications received by March 14, 2020.