

September 10, 2018 For immediate release

JOB: Part-time Substitute Librarian, *Flint Public Library, Middleton*

DESCRIPTION: Approximately 4 to 7 hours per week including some evenings and rotating Sundays. The ideal candidate will be available to fill occasional shifts as needed.

QUALIFICATIONS: BS Degree preferred. Experience in a public library setting, knowledge of library collections, processing, and ordering of materials required. A genuine desire and ability to interact pleasantly and effectively with the public is essential. In addition, the candidate will be able to:

- Work independently.
- Handle a great many details, some simultaneously, with accuracy.
- Communicate effectively with others, both orally and in writing.
- Be flexible and able to work with all patron age groups.
- Use pleasant telephone etiquette.
- Research information for a wide variety of library users.
- Work pleasantly with other staff members in a supportive team atmosphere and enjoy working with the public

PHYSICAL / MENTAL 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.

Employee is frequently required to walk, stand, sit, talk, and hear; use hands to finger, handle, feel or operate objects, tools, or controls, and stoop, kneel, crouch or crawl and reach with hands and arms in physically picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 40 pounds such as files, books, supplies, etc. Ability to read small print and view/operate computer screens, office machines, computers, mobile devices and digital cameras.

SALARY: \$19.69 per hour, no benefits.

CLOSING DATE: The position will be opened until filled

TO APPLY: Please send resume to Melissa M. Gaspar, Library Director, Flint Public Library, P.O. Box 98, 1 South Main St., Middleton, MA 01949 or by email at: mgaspar@flintpublib.org Three professional references will be requested of candidates who are considered for the position.