

## Job Vacancy

### Sutton Free Public Library

#### On-Call Library Technician Substitute

**Duties/Description:** The Sutton Public Library is seeking individuals to work as on-call substitute library staff. Hours may vary from week to week. Substitute staff may be assigned to work with adults, teens, and children. In general, work assignments may include morning, afternoon, or evening (until 8 pm) shifts. The library technician will provide circulation desk duties including circulating library materials, registering and placing holds for patrons, processing ILL materials, answering reference and reader's advisory questions, shelving materials, processing new library materials and other duties as requested.

**Qualifications –** Completion of a high school education. Previous library experience is preferred as is a knowledge of and proficiency with computers. Must have excellent customer service skills and be able to interact with patrons in a courteous manner, work well in a team environment, adhere to accuracy and confidentiality of patron records, and be flexible and able to multi-task.

Physical requirements include constant light to moderate physical activity including walking and standing for an extended period of time, placing books on shelves of varying heights and lifting boxes weighing up to 30 pounds.

Experience working in a C/WMARS Library preferred.

Salary: \$15/hour; number of hours and schedule varies weekly

Closing Date: Until Filled

Please send a completed Town of Sutton Seasonal Employment Application

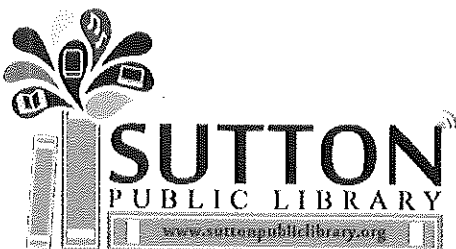
(found at <https://www.suttonma.org/human-resources/pages/employment-opportunities>) to:

Shannon Duffy, Library Director, at [sduffy@cwmar.org](mailto:sduffy@cwmar.org)

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Posted 02/20/2024



4 UXBRIDGE ROAD • SUTTON, MASSACHUSETTS 01590 • 508-865-8752