



Blackstone Public Library

86 Main Street

Blackstone, Massachusetts 01504

Tel. (508) 883-1931 Fax (508) 883-1531

**The library is now accepting applications for the position of a
Part-Time Adult Services/Reference Assistant
\$16.00 per hour (no benefits)**

Mondays 3 to 8 P.M., Tuesdays 3 to 8 P.M., Thursdays 3 to 8 P.M., and alternate Fridays and Saturdays 10 A.M. to 2 P.M. Hours are subject to change.

Part-Time Adult Services/Reference Assistant Blackstone Public Library

This position will provide professional and supervisory library services to Blackstone's Library patrons by maintaining and improving upon the efficiency of library productivity. The Adult Services/Reference Assistant will take direction from and perform all duties as allocated by the Library Director.

Principal Responsibilities and Duties:

- Assists the Library Director with the planning and implementation of special projects of community interest such as programs, speakers and discussion groups
- Assists the Library Director with the ordering of library materials
- Prepares bulletin boards, special displays and exhibits and compiles bibliographies
- Assists patrons with the use of computers, laptops, tablets, etc.
- Assists patrons with printing, copying, and scanning
- Answers walk-in, telephone, and mail inquiries
- Assists patrons with downloadable eBook, eAudio, and eVideo content
- Assists patrons with using online tools such as Mango, Hoopla, etc.
- Teaches one to one basic computer classes to adult patrons
- Assists with webpage management and social media platforms
- Evaluates, prioritizes, and communicates the needs of the Library's adult services to the Library Director.
- Initiates contact with civic organizations, town departments, and groups, promoting adult library programs and services to the community
- Manages the Adult Summer Reading Program
- Applies for grants
- Maintains confidentiality of library patron records and borrowing history, following regulations set by state law and local policy

- Covers circulation desk as needed
 - Circulates books, periodicals, audio-visual materials, and other items
 - Registers patrons for library cards and maintains patron records
 - Processes renewals, reserves, and over-dues
 - Other desk duties as assigned
- Performs other duties as assigned

Knowledge, Skill and Abilities

- Strong computer skills
- Strong interpersonal skills
- Ability to make decisions in accordance with library policies and procedures
- Strong attention to detail
- Knowledge of alphabetical, numerical and subject filing systems
- Knowledge of Windows operating system, computer usage, basic word processing program, and library software
- Ability to lift up to fifty (50) pounds, and/or push a book cart
- Ability to stretch or climb to a height of seven feet and bend to floor level
- Basic knowledge of library equipment including, but not limited to, copy machines, scanners, facsimile machines, and computer workstations

Qualifications:

Bachelor's Degree preferred, and experience working in a library for at least two (2) years; or any equivalent combination of education and experience.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

In person, deliver a resume, cover letter, and three professional references to Blackstone Public Library, 86 Main Street, Blackstone, MA or email these items to Lisa Cheever at lcheever@cwmar.org

Application deadline: May 27, 2022