TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Children's Specialist (Library Department)

QUALIFICATIONS: Formal education required: 2 years college. Appropriate experience may be considered to partially fulfill this requirement for a candidate actively pursuing a college course of study. Formal training in children's literature, reading, early childhood education and/or elementary education required. Previous work experience with children required; experience in library services for children preferred.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week (5 days per week to include nights and weekends).

SALARY RANGE: $32,552 - $45,306

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: March 10, 2015
To: March 31, 2015

TYPE OF POSTING: Union and Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office located temporarily 464 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is an AFSCME Local 833 position Group 1A

CHILDREN'S SPECIALIST (PUBLIC LIBRARY)
(37.5 HOURS PER WEEK)

SUMMARY

Under the supervision of the Library Director, assists the Children's Librarian with a variety of duties of moderate responsibility. Reports to the Children's Librarian on a daily basis.

SUPERVISION RECEIVED

Subject to the direction and control of the Library Director or his/her designee.

SUPERVISION EXERCISED

None noted.

QUALIFICATIONS

Formal education required: 2 years college. Appropriate experience may be considered to partially fulfill this requirement for a candidate actively pursuing a college course of study. Formal training in children's literature, reading, early childhood education and/or elementary education required. Effective communication skills required. Previous experience with computers required. Previous work experience with children required; experience in library services for children preferred.

Essential Requirements

- Must be able to work under moderate noise level.
- Must have good stamina and not tire easily
- Must be able to lift, handle and manipulate on occasion at least 30 lbs. normally less.
- Must have good vision to be able to distinguish printed data including numbers.

GENERAL DUTIES AND RESPONSIBILITIES

1. Performs a variety of support duties in collection development.
2. Assists with planning and implementation of story hour programs, craft activities, and other related services.
3. Performs a variety of support services for outreach programs.
4. Provides readers advisory service to children and their parents.
5. Produces signage and other graphics.
6. Conducts tours for schools and organizations.
7. Performs a variety of circulation tasks.
8. Performs a variety of technical processing and data entry tasks.
9. May be regularly assigned to similar duties in other departments.
10. Performs other duties of a similar nature and complexity as necessary.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE PUBLIC LIBRARY.