



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488  
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## JOB POSTING

POSITION AVAILABLE: Library Page – Temp PT 2 Positions (Public Library)

QUALIFICATIONS: Must have a High School Diploma or equivalent with effective communication skills and accurate typing/keyboarding skills. Previous experience with computers preferred.

Specific job qualifications are listed in the job description attached.

HOURS: 8 hours a week (hours will vary according to library needs to include nights and weekends).

SALARY RANGE: Hourly \$11.00

BENEFITS: None

POSTING DATES: From: May 31, 2016  
To: June 14, 2016

TYPE OF POSTING: Open

Applications may be obtained on the Town's Website at [www.tewksbury.info](http://www.tewksbury.info) or at the Human Resources office at the Town Hall located at 1009 Main Street.

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

This is a PRRB Addendum D position.

**Position Purpose:**

Performs basic library services in the Library. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Shelves library materials.
- Reads shelves in order to maintain books and other materials in a neat, orderly and correct condition; relocates miss-filed items to their correct locations; shifts sections as they become crowded.
- Tidying, dusting and cleaning projects as needed.
- Performs other duties of a similar nature as required.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High School Diploma or equivalent. Experience with computers preferred.

**Knowledge, Ability and Skill:**

*Knowledge:* Position does not require any previous training. On the job training is given for specific duties.

*Ability:* Ability to interact in a positive and effective manner with the public. Ability to speak clearly and effectively. Ability to alphabetize and understand numerical/decimal order is required. Ability to work effectively both independently and with others as required. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment and to understand and use office computer software. Ability to do repetitive work. Ability to manage multiple tasks in a prompt, efficient manner.

*Skill:* Excellent customer service skills.

**Physical 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.

Regularly required to walk, stand, sit, talk, and hear; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms; pick up paper, files and other common office objects. Must have good vision to be able to distinguish printed data including numbers. May move objects weighing up to 30 pounds. Must be able to communicate.

**Supervision:**

*Supervision Scope:* Performs routine duties requiring a working knowledge of departmental operations and the exercise of judgment and initiative to perform duties and complete assigned tasks.

*Supervision Received:* Work is performed under the direct supervision of the Circulation Supervisor or his/her designee.

*Supervision Given:* None.

**Job Environment:**

- Work is performed under typical office and library conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Employee has constant contact with the general public. Errors could result in a reduction in the level of library service.

*(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.)*