

JOB POSTING

Lynn Public Library

5 North Common Street
Lynn, MA 01902

Position: **Library Associate, Circulation Department**
Permanent Full-time
35 hours/ week including one night per week and every other Saturday

Union: Yes, Lynn Public Library Staff Association

Duties/ Description:

- Duties include a full range of circulation desk functions including checking materials in and out; registering new patrons; maintenance of patron records.
- Providing reader's advisory service.
- Assisting with programming and publicity.
- Assisting patrons with the use of equipment available for public use including internet computers.
- Assist with all functions of the circulation department
- Interprets public library policy to users.
- Performs other tasks as required.
- Must be able to stand for long periods of time, reach overhead, bend down, and push book carts weighing up to 50 lbs.

Qualifications:

High school diploma/equivalency required, college degree strongly preferred. The successful candidate will have excellent communication and technological skills, be detail oriented, possess excellent customer service skills, and be able to solve problems and work independently. Computer competency, including proficiency in Microsoft Word, PowerPoint, Publisher and Excel.

Previous library experience, including hands on experience with technology and a good knowledge of adult literature strongly preferred. Ability to work with people of all ages and backgrounds required.

Salary: \$33,586.04/ annual (1st step)

**Completed application and resume must be submitted to the Personnel Office, Room 412,
Lynn City Hall by 4:00 PM on Wednesday, January 18, 2017.**

City Residency Required