

TOWN OF SOUTHBRIDGE
July 27th, 2010

JOB POSTING

JACOB EDWARDS LIBRARY

Library Aide

The Town Manager's Office is accepting applications for the position of Library Aide in the Jacob Edwards Library. This position is primarily responsible for providing basic technical and processing support in the Technical Processing Department and to provide customer service and to support the basic circulation service in the Children's Room.

Duties: This is an entry-level position with clerical responsibilities that include processing materials, database management, limited filing and bookkeeping. Word processing skills and familiarity with standard office software are required. The successful candidate will be able to multitask, do repetitive tasks and able to lift up to 20 lbs. The library aide will also assist in the Children's Room and Adult Services, shelving library materials, checking books in and out, answering telephones and other duties as assigned. Bilingual (English/Spanish) preferred.

Hours: 10 hours per week. Must have flexibility with scheduling, to allow some evenings and Saturday hours.

Please submit a letter of interest, resume and completed Employment Application (<http://www.ci.southbridge.ma.us/bylawsforms.html>) to the Office of the Town Manager, 41 Elm Street, Southbridge, MA 01550 by end of business on Tuesday, August 17th, 2010.