



CITY OF WALTHAM MASSACHUSETTS

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451

781-314-3355 FAX 781-314-3358

E-MAIL – kmurphy@city.waltham.ma.us

Kristin Murphy
Human Resources Director
Workers' Compensation Agent

Library Assistant II-Circulation, PT Waltham Public Library City of Waltham

Job responsibilities: The Waltham Public Library wants to be the best public library in the work and that's what sets us apart when we're adding to our team. Waltham is a diverse city with a mixed socio-economic group of about 65,000 residents. We have a growing population of families with young children, 12% of our population are teens and 40% of our residents speak a language other than English at home. We're seeking a friendly, adaptive, enthusiastic, service-oriented individual to help serve an urban community within a busy library setting. We're looking for someone who is self-motivated, cares about accuracy, and can handle stressful situations with grace and humor. Customer service experience is highly valued. Duties include answering telephones, checking materials in and out, registering patrons, account maintenance, processing daily deliveries and other general circulation desk duties as assigned. Full job description available through Human Resources.

Qualifications: Associates Degree or 2 years of post-high school education, 6 months of computer experience, 1 year working with the public, or any equivalent combination. Strong interest in working with the general public, ability to perform under pressure, ability to work with library staff and a diverse general public in a tactful and courteous manner, good problem solving and computer skills. Superior customer service abilities. The employee must occasionally lift and/or move up to 30 pounds. Must pass a pre-employment physical with drug and alcohol screening, a Criminal Offenders Record Information (CORI), and a background check. Preferred: Fluency in Spanish, Chinese, Haitian Creole or Portuguese preferred. Familiarity with III Sierra software preferred. 19 hours per week Weekly schedule to include a morning and afternoon and a minimum of two evenings/week, plus a minimum of two Saturdays and one Sunday per month including July & August.

**Salary: \$29.97 hr. No health benefits Hours: 19 hrs.-minimum of 2 evenings/week; minimum of 2 Saturdays/mo., minimum of 1 Sunday/mo. Year round
Deadline to apply: Tuesday, 4/9/24**

Qualified applicants should submit a completed City of Waltham application, resume and cover letter to:

Human Resources
City of Waltham
119 School St.
Waltham, MA. 02451
Req. #2024-45
jobs@city.waltham.ma.us

Applicant selected must submit 3 letters of recommendation within one week of accepting any conditional offer. Letters may not be dated any older than 2 yrs. and may not be from relatives. Emails are acceptable providing they come directly for the author's email.