

Town of Oxford Oxford Free Public Library Part-Time Children's Circulation Clerk

The Town of Oxford Free Public Library is seeking applications for a part-time Children's Circulation Clerk. The applicant must be comfortable working directly with the public and assisting them with all informational needs. Duties include the checking in and out of all library materials, receiving phone calls, answering reference questions, collecting fines and other tasks as assigned. Working knowledge of library technology applications including third-party library content vendors, web applications and social media platforms is preferred. Experience using integrated library systems, i.e. Evergreen, is also preferred but not required.

Job requires frequent standing, walking, bending, reaching and climbing along with the ability to move materials weighing up to 30 pounds. Work is often fast-paced and high pressured; responsibilities are variable with periods of extreme activity occurring several times per year. 15 hours per week, nights and weekends. Hourly pay range \$14.03 to \$14.98, depending on experience.

Applicant must pass CORI and pre-employment physical and drug screen.

A complete job description is available at the Library. Applications must be submitted on or before Wednesday, June 13, 2018 to:

Oxford Free Public Library
Attn: Brittany McDougal, Director
339 Main Street
Oxford, MA 01540



The Town of Oxford is an Equal Opportunity / Affirmative Action Employer.