



Position Opening
In-house Posting
Part-Time Library Assistant

This is a 9-hour position. Tuesday, Wednesday & Thursday evenings from 5:00-8:00 pm.

The Library Assistant performs circulation and clerical work in connection with Circulation Services, and related activities. These include processing delivery boxes, checking items in and out to patrons, using the library's computerized public access catalog and specialized circulation software to provide information, processing overdue notices, preparing exhibits, and displays, etc. The Library Assistant works under the general direction of the Head of Circulation Services.

Qualifications:

Associate's degree in liberal arts or related field or a combination of coursework or experience equivalent to a 2-year degree. A Bachelor's degree is preferred. Must have experience working with the general public in a customer service-oriented setting. Library experience is preferred. Must have excellent computer skills, and proven ability to work as part of a team. Basic Excel skills are a plus.

Salary: \$23.78 hourly.

Closing date: June 2, 2025

Please send a your resume, and three professional references to:
Lee Ann Amend, Library Director
11 North Main Street
Sharon, MA 02067
Lamend@sharon.ocln.org