

Job Vacancies
Sutton Free Public Library

Library Technician - (2 positions available)

Duties – The library technician will provide circulation desk duties including circulating library materials, registering and placing holds for patrons, processing ILL materials, answering reference and reader's advisory questions, shelving materials, processing new library materials and other duties as requested.

Position A is 18 hours a week and includes afternoons, evenings, and every other Saturday. Additional hours may be available on an as-needed basis.

Position B is 16 hours a week and includes mornings, afternoons, and every other Saturday. Additional hours may be available on an as-needed basis.

Qualifications – Completion of a high school education. Previous library experience is preferred as is a knowledge of and proficiency with computers. Must have excellent customer service skills and be able to interact with patrons in a courteous manner, work well in a team environment, adhere to accuracy and confidentiality of patron records, and be flexible and able to multi-task.

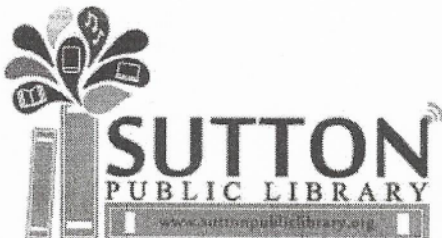
Physical requirements include constant light to moderate physical activity including walking and standing for an extended period of time, placing books on shelves of varying heights and lifting boxes weighing up to 30 pounds.

Salary - \$16.92/hour

Open until filled

Please send resume, letter of application and completed Town of Sutton Seasonal Employment Application (found at <https://www.suttonma.org/human-resources/pages/employment-opportunities>) to:
Shannon Duffy, Library Director, at sduffy@cwmares.org.

Posted 11/05/2024



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