



# TOWN OF UPTON, MASSACHUSETTS

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## BOARD OF SELECTMEN

### **Circulation Clerk – Upton Town Library – P/T**

The Town of Upton seeks to fill the part-time position (19 hours/week) of Circulation Clerk. Position reports to the Library Director and is responsible for assisting patrons with library transactions and responding to a variety of patron requests.

**Statement of Duties:** Work includes preparing materials for circulation, shelving materials, contacting patrons and assisting them with using and locating library materials. The position also assists the Librarians with reference requests, library displays and participates in workshops and training related to the position.

**Library Description:** Upton Town Library serves a community of approximately 7,500 residents. We are a C/WMARS mini-net member, and certified for State Aid. The library has a collection of 37,000 items, including e-content, and 65,000 yearly circulations. Nearly half our circulation is juvenile materials.

**Qualifications:** Requires a High School Diploma or GED and 1 year of related experience in customer service or retail, or an equivalent combination of education and experience preferred. library system computer applications; excellent oral and written communication skills; physical ability to occasionally lift and or move boxes weighing up to 30 pounds.

**Schedule and Salary:** This is an hourly position that requires 19 hours/week, including at least two evenings per week and at least two Saturdays per month. Starting Salary: \$15.80 - \$18.18/hour, DOE.

Completed application and resume must be returned to the Board of Selectmen's office by 4:00 PM on April 14, 2016 either by email to: [shakala@uptonma.gov](mailto:shakala@uptonma.gov) or by mail: Board of Selectmen, 1 Main Street, Box 1, Upton, MA 01568. Applications and the job description are available on the Town's website: [www.uptonma.gov](http://www.uptonma.gov) under "Employment Opportunities".

The Town of Upton is an Equal Opportunity Employer

**BOARD OF SELECTMEN**  
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