



## Town of Norwood EMPLOYMENT OPPORTUNITY

**Title:** Circulation Assistant  
**Department:** Library  
**Hours:** FLSA Non-Exempt, Part-Time, various part time hours including nights, weekends, and filling in as needed  
**Salary:** FY25 \$18.36 - \$20.00 hourly

---

**General Summary:** \*

The purpose of this position is to perform responsible work in providing circulation desk coverage and assistance; ensures that library patrons receive positive, efficient and pleasant service; all other related work as required. The Circulation Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

**Essential Job Functions:**

- Regularly in charge of public service at the Circulation Desk.
- Performs circulation responsibilities according to approved procedures e.g. registering patrons for library cards, checking in and out library materials, processing reserves and other requests, processing interlibrary loans, routing items in from and out to network libraries, calculating and collecting fines for lost/damaged materials, and processing overdue notices.
- Assists circulation department head in coordination and communication of library procedures within the Minuteman Library Network.
- Communicates library policies.
- Maintains an accurate patron database with associated information and status records.
- Completes library patron registration in Minuteman Library Network database.
- Maintains paper records as necessary.
- Keeps newspapers organized and current in wing. Assists in local and network patron requests received through automated network, telephone and in person.
- Performs similar or related work as required, directed or as situation dictates.

**Minimum Entrance Requirements:**

- High School diploma required. Associates degree or higher education is preferred.
- Excellent public relations skills, customer service and technology skills.
- Knowledge of standard office procedures, practices, forms, and equipment.
- Familiarity with automated library systems and related applications.
- Ability to communicate effectively with people of all ages, including children, young adults, caregivers, and seniors.
- Excellent ability to communicate orally and in writing in English required. Proficiencies in other languages strongly preferred, especially Spanish, other Indo-European languages, and Asian and Pacific Island languages.

*\*This posting is not meant to be exhaustive of all duties and requirements. Complete job description is available online.*

Interested candidates should submit a resume and cover letter to the email below. Priority will be given to applications received by Monday, November 25, 2024. **Please reference Req. #2024-032 on all materials:**

[jobs@norwoodma.gov](mailto:jobs@norwoodma.gov)