

Job Vacancy
Sutton Free Public Library

Library Technician

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 is 16 hours a week and includes afternoons, evenings, and some Saturdays. 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 - \$13.00/hour

Closing date: May 20, 2022

Please send resume, letter of application and complete 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 04/19/2022



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