

Job Vacancy

Sutton Free Public Library

Circulation Specialist

Description : Due to a retirement, the Sutton Public Library is seeking an enthusiastic, adaptable, detail oriented individual with a strong knowledge of technical services and a commitment to excellent customer service. The Circulation Specialist will perform all cataloging and classification of items in the library and as well as delivering prompt and courteous assistance to all patrons regarding the use of Library resources, equipment, and services. Responsible for maintaining and promoting a welcoming and inclusive physical and virtual Library environment. This is a full-time, 35 hours per week position with benefits. Schedule may include evenings and weekends.

Job Environment: This is varied work, involving many detailed operations as well as non-standardized tasks, procedures, and techniques. Evaluation and analysis are required to judge appropriate response to problems. Works in a very public, active area, with competing demands on attention. While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear. The employee is occasionally required to kneel and crouch. The employee is frequently required to lift up to 10 pounds; must occasionally lift up to 50 pounds. Specific vision requirements required by this job include close, distance, color, and peripheral vision, depth perception and the ability to focus. Errors could result in delay or loss of service and monetary loss, damage to equipment, patron dissatisfaction, or compromised patron safety.

Duties :

- Perform all cataloging and classification of library items
- Perform original cataloging of materials not found in CWMARS or OCLC database
- Oversee workflow in Technical Services office and instruct staff as to duties and procedures
- Perform other Technical Services tasks (processing items, entering data, etc.) as needed
- Assist in managing the circulating collection, including selection and weeding
- Promote and implement library programs and services
- Execute mail duties, including sending and receiving ILLs
- Attend meetings, workshops, or webinars for training purposes
- Provide coverage at service desk and support department heads as needed
- Act as the Manager on Call as needed
- Other duties as assigned
- 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.



Qualifications:

- Bachelor's Degree required, MLS preferred
- Experience working in Technical Services
- Knowledge of classification and cataloging systems and practices
- Ability to generate and analyze a variety of reports and records
- Ability to adapt to emerging technologies and acquire new skills
- Experience with Evergreen ILS and the CWMARS consortium
- Knowledge of CLIO Interlibrary Loan Service through MLS
- Knowledge of ILLiad Document Delivery via Boston Public Library
- 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 multitask.

Salary: \$20.73 /hour

Closing Date: September 16, 2022

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@cwmars.org

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