

Amherst Public Library

JOB POSTING

The Amherst Public Library is currently hiring for the following position:

Public Service Associate/Part-time

This position answers to the Department Managers.
Starting pay is \$14.70/ hour

Education/Experience

Bachelor's degree or 3 years of experience in a public library or related field

Knowledge/Skills

Superior customer service skills

Working knowledge of current social media platforms

Skilled in or have knowledge of various devices, office equipment and software applications.

Detail oriented & ability to multi-task

Excellent verbal, written, & problem-solving skills along with the value of teamwork

Commitment to continued skill and knowledge development

Job Responsibilities

Working the information desk in various departments.

Help patrons find information by using print and/or on-line resources

Aid patrons in the use of computers, copiers, faxing and software applications

Additional duties and projects as assigned by the supervisor including but not limited to collection maintenance, story times, etc, depending on library needs.

Must be available to work evenings and weekends. This position is also required to pick up open shifts (on occasion) when other staff members are ill or on vacation.

Resumes may be submitted as follows:

Email: employment@amherstpubliclibrary.org

No Phone Calls Please

05-06-2024