

# 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 (preferably in education) or 3 years of experience in a public library or related field

#### Knowledge/Skills

Superior customer service skills

Experience working with children

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

Create and implement ongoing story times and events for children 0-10 years of age

Working the information desk in various departments

Help patrons find information by using print and/or online resources

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

Aid patrons at the Circulation Desk by checking in/out materials, collecting fines, and working with shelving staff to locate and maintain materials

Additional duties and projects as assigned by a supervisor, depending on library needs. (May include collection maintenance, etc.).

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.

Applications are available on the library website. Please submit, along with a resume, to the following email: [employment@amherstpubliclibrary.org](mailto:employment@amherstpubliclibrary.org)

No Phone Calls Please

1-14-2025