

Town of Charlton Seeks to fill two PT Page positions for its Public Library

The Town of Charlton seeks to fill two part-time (10 hour) Page positions. Under the general direction of the Library Director, the Page is responsible for performing basic library services and clerical work in the Library. This work includes routine duties involving the exercise of judgment and initiative and performance of tasks with a high degree of independence. Some evening and weekend hours are required.

QUALIFICATIONS

- Requires some high school courses; and three to six months experience in customer service or retail preferred; or any equivalent combination of education and experience.
- Knowledge of modern library procedures.
- Ability to interact in a positive and effective manner with employees and the public. Ability to work effectively both independently and with others as required.
- Ability to speak clearly. Ability to execute oral and written instructions in a precise manner.
- Ability to alphabetize and perform inventory control. Ability to manage multiple tasks in a prompt, effective manner.
- Ability to operate a variety of office equipment and to understand and use office computer software.
- Excellent oral communication and customer service skills. Accurate typing speed.

Hiring Pay Rate: \$11 hourly.

Internal/External Applicants: To be considered for this vacancy, please submit the required *Application for Employment*, found at www.townofcharlton.net/opportunities.htm, to Jessica.Lewerenz@townofcharlton.net no later than **Monday, December 11, 2017**. You may also include a cover letter and resume; however, the Application for Employment is required. Applications will also be accepted via walk-in or mail at: Town Hall, Human Resources Department, 37 Main Street, Charlton, MA 01507. *The Town of Charlton is an equal opportunity employer and encourages diversity.*