Town of Belmont
Employment Opportunity

The Town of Belmont is now accepting applications for the temporary position of:

**Technology Librarian Intern**

**Belmont Public Library**
**Internship**
**5 hours per week**
**$24.37 per hour**

Applicants must submit the **required** Town of Belmont application form, resume and cover letter to the Town’s Human Resources Department by **August 30th 2019**

The Belmont Public Library has an opportunity for a Masters in Library Science student to work with the Technology Librarian on software and hardware installs, computer maintenance, basic troubleshooting, and assisting with technology programs for patrons in all age groups. May also assist Library Management with project based work.

This position is open to anyone enrolled in an accredited Library Science Masters Degree Program with a strong desire to learn more about technology and its use in Libraries by patrons and staff. Candidate must be able to communicate effectively, with a strong sense of responsibility and possess the ability to integrate information to problem solve effectively. Basic skills requirements are: Interest in computers, programming, new technology and basic computer use skills.

This position does not qualify for benefits other than those required by law. This position is not covered under a collective bargaining agreement. This position has an Hourly Rate of $24.37 working 5 hours weekly during the Fall Semester (flexible based upon candidates’ class schedule).

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of August 30th 2019.
Application Process

All applicants are required to complete a Town application form, available from the Town’s website, www.belmont-ma.gov, by emailing humanresources@blemont-ma.gov, calling 617-993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town’s Human Resources Department. Please address all questions regarding the Town’s hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
617-993-2740
humanresources@belmont-ma.gov