



# Town of Belmont

## Employment Opportunity

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

**Library Assistant II- Technical Services**

**Belmont Public Library**

**SEIU Union – Starting Hourly Rate: \$20.0952**

**Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **October 23, 2020****

The Belmont Public Library seeks qualified candidates for the Library Assistant II- Technical Services position. The purpose of this position is to perform a variety of duties relating to acquisitions, processing, and general cataloging of library materials. The work is performed as part of the Technical Services team under the supervision of the Coordinator of Technology & Technical Services.

Responsibilities consist of entry level administrative work and processing of new materials; including data entry, affixing barcodes, spine labels, applying covers and other needed tasks prior to circulating library materials. Additional responsibilities include receiving shipments, and monitoring receipt of newspapers, periodicals, financial journals and other business materials. In addition this position supports Adult Circulation and Children's Departments as needed as a backup/fill in Library Assistant. Other duties as assigned.

Minimum qualifications include a high school diploma or equivalent with one year library experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Knowledge of computers, related technology, hardware and software.

This is a full time 35 hour per week position covered under a collective bargaining agreement with the Service Employees International Union. The starting hourly rate is \$20.0952 and qualifies for the Town's comprehensive benefits package, including health, dental and life insurance, paid vacation, sick, personal and holiday leave.

Resumes, with the required Town of Belmont application accepted at the Human Resources Department, 455 Concord Avenue, Belmont, MA 02478 or [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov) or fax (617) 993-2741 by the closing date of **October 23, 2020**.

The Town of Belmont is an Equal Opportunity Employer.



### Application Process

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto:humanresources@belmont-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 and 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](mailto:humanresources@belmont-ma.gov)

**Town of Belmont**  
**Job Description**  
**Library Assistant II – Technical Services**

Department: Library  
Unit: SEIU  
FLSA Category: Non-Exempt  
Hours-per-week:  
Last Revised: October 2020

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**PURPOSE OF POSITION**

The purpose of this position is to perform a variety of duties in receiving and processing new materials including data entry, bar coding, affixing markers and related duties prior to circulation. The work is performed under the supervision of the Coordinator of Technology & Technical Services.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Responsible for entry level administrative work relating to Collection Development, including acquisitions, processing, conversions, withdrawals, and general cataloging of materials, under the general supervision of the Coordinator of Technology & Technical Services.
- Receives shipments. Checks shipping invoices for completeness and accuracy and notifies appropriate vendor personnel regarding errors.
- Creates labels, places stickers/markings, applies covers, stamps materials and performs related assigned duties to place materials including books, periodicals, audiovisual materials and others into circulation.
- Repairs books and audio visual materials as needed.
- Enters information into Integrated Library System.. Reviews entered information for accuracy and completeness and corrects errors. Requests verification from central site to confirm accuracy of data when needed.
- Monitors receipt of newspapers, periodicals, financial journals, and other business materials, sorts and distributes mail.
- Supports Adult Circulation and Children's Departments as needed as a backup / fill in Library Assistant. May cover shifts as scheduling needs require.
- May prepare invoices for payment.

- Maintains inventory of office supplies for entire library staff, and processing supplies for Technical Services staff. Submits orders to the Coordinator of Technology and Technical Services for approval. Replenish closets and desks with paper and office supplies as needed.
- Performs other office/library duties as assigned.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent with one year library experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Knowledge of computers, related technology, hardware and software.

## **PERFORMANCE APTITUDES**

### **Data Utilization:**

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

### **Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

Requires the ability to effectively communicate orally and in writing with patrons, library personnel, maintenance personnel and volunteers.

### **Equipment, Machinery, Tools and Materials Utilization:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as label maker, paper cutter, stapler, typewriter, computer terminal, photocopier, calculator and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as shipping invoices, title cards, labels, materials processing manual, lists, supply orders, long-range plan, forms, policies, procedures and guidelines.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

### **Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE**

**Physical Ability:**

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds. Ability to push and pull book trucks weighing 40 pounds.

**Sensory Requirements:**

Requires the ability to recognize and identify individual characteristics of shapes, sounds and textures associated with job-related objects, materials and tasks.

**Environmental Factors:**

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

The Town of Belmont, Massachusetts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.