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