

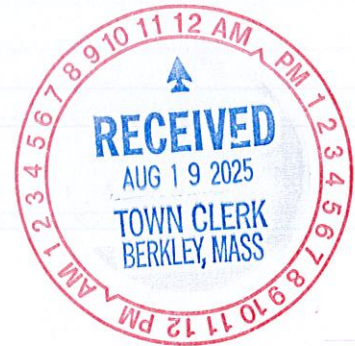


One North Main Street  
Office: 508-824-6794  
Fax: 508-822-4603  
E-mail: berkleybos@yahoo.com

# TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF  
SELECTMEN



## JOB POSTING

POSTING: ☐ IN HOUSE ☐ OUTSIDE ADVERTISEMENT

DEPARTMENT: Library

POSITION: Assistant Librarian, Technical Services  
☐ NEW ☒ EXISTING

CLASSIFICATION: ☒ REGULAR ☐ SALARIED ☐ PART TIME ☐ CASUAL

HOURS: ☒ 20 hours per week ☐ ON CALL

JOB DESCRIPTION: ☒ ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: ☐ GENERAL SCHEDULE: GRADE 7, STEP 1: \$ 19.49  
☐ SPECIAL SCHEDULE: GRADE     , STEP     : \$     

SUBMIT: ☐ APPLICATION ☒ RESUME TO: Carol Buote  
Berkley Public Library  
2 N Main St  
Berkley MA 02779

CLOSING DATE: when filled

DEPT. HEAD SIG.: Carol Buote 8/2/25  
SIGNATURE DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

COPIES TO: ☐ PERSONNEL BOARD ☐ FINCOM ☐ UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Town Clerk (certified copy)          | <input checked="" type="checkbox"/> New Town Hall | <input type="checkbox"/> Library       |
| <input type="checkbox"/> Highway Dept. Office (employee area) | <input type="checkbox"/> Community School         | <input type="checkbox"/> Middle School |
| <input type="checkbox"/> Public Safety Building lobby         |   |  |

SIGNATURE

DATE

## **JOB DESCRIPTION**

### **Library Assistant, Technical Services**

#### **QUALIFICATIONS**

High school diploma or GED required; Bachelor's degree preferred

Ability to work with library patrons of all ages and staff from other libraries, the network, and the regional state office

Ability to work independently and show good judgment and initiative

Attention to detail is required; accuracy is a must

Ability to multitask without loss of accuracy or efficiency

Strong computer skills including Microsoft Word, Google Docs, Microsoft Excel, Google Sheets, web browsing, email, and Publisher or similar programs; prior experience with the Workflows circulation system is helpful

Knowledge of the public online catalog and online databases provided through the library system

Knowledge of general office equipment including FAX machines, copiers, laminators, and printers

General understanding of library terminology and operations

#### **DUTIES**

The person in this position has primary responsibility for cataloging of library materials and attending Technical Services meetings and workshops and the repair of damaged library items.

Preparation of reports regarding items missing in transit and filing claims for lost or damaged items with the delivery providers

Must follow the policies and practices of the SAILS network, the Berkley Public Library, and the Massachusetts General Laws pertaining to the confidentiality of library records; requires knowledge of state, local and general statutes and regulations applicable to libraries and those accepted practices as established by the American Library Association and adopted by the Berkley Public Library

Checking books in and out, re-shelving and reading the shelves

Checking in deliveries from other libraries; emptying drop box and checking in items; prepare items for transit to other libraries

Respond to daily system-generated reports (e.g., holds lists, failed calls reports, expired holds reports)

#### ***Issuing Library cards:***

Verify patron's identity and address

Check for the issuance of prior cards; do not issue duplicate cards – each patron should have a single card (the only case in which multiple cards are allowed is in the case of a school/college card in addition to a public library card)

Record age, full name, and phone and email information as well as the patron's preferred method of receiving notices from the library; enter statistical information on age category and city of residence; for patrons requesting notification by text, fill in additional tab with name and cellphone information

Update patron records if information changes or patron preferences for notification or other services change

Check expirations and renew cards when indicated

Do not allow a patron to check out items on a school/college card

Do not check out items to patrons from decertified communities

Patrons who live outside our network area may be registered at our library if they reside in a certified municipality in Massachusetts and they do not currently have a SAILS card at another public library

Patrons who come in with a temporary card which they received online and printed, should be issued a permanent card upon proof of identity, following all of the normal procedures

Replace lost cards and collect fees for same. Prior to replacing a card, check with the patron to see if he or she has placed holds on digital items in Overdrive. If holds have been placed, record both the old card number and the new card number and report the information and the patron's name to SAILS with a request for transfer of holds.

***Responding to requests for services and information:***

Must provide excellent customer service in a courteous, professional, and efficient manner and respond to inquiries at the desk, over the phone, and via email.

Answer reference questions; direct patrons to other sources of information or agencies related to their inquiry

Provide readers' advisory services

Place requests for patrons for materials at other SAILS network libraries, statewide through the Commonwealth Catalog, Boston Public Library document delivery system, and through mediated ILL for items outside of Massachusetts.

Be able to direct patrons to public records information and notices on file at the library

Assist patrons with FAXes; print-outs; and photocopies; collect fees for same

***Scheduling:***

Schedule pass requests and track pick up and returns using Tixkeeper software and Workflows

Register patrons for programs and classes using Google sheets

***Maintenance:***

If supplies of office or cleaning supplies are running low, notify the director for re-order

Responsible for routine maintenance of office equipment (cleaning, ink replacement, ribbon replacement, etc.); notify director if additional service is needed

Perform routine software updates of circulation system as required by the network

***Mail, billing and collection:***

Employees are responsible for responding to mail addressed to them as a representative of the library; if the employee is uncertain of the response, the mail should be referred to the director

Responsible for calculating payments due, entering all receipts on a spreadsheet and indicating whether the payment was cash or check (include number) and the reason for the payment; record payment in Workflows as warranted

Submit reimbursement requests for job-related out of pocket expenses and mileage

***Statistics:***

Create statistical and weeding reports using Blue Clouds Analytics software

Collect statistics for state reporting including tracking of the number of public computer sessions, the number of visitors to the library, the number of reference questions, attendance at programs, and the number of items placed in delivery.

***Ongoing Training:***

Attend meetings and workshops to stay current on technological and policy and procedural changes

The basic cataloging course is mandatory as are annual SAILS meetings.

Read monthly newsletters and all system-related emails

Participate in training on new technologies and software as required

***Planning/Programming:***

The person in this position is responsible for the Adult Summer Reading Challenge.

All staff are encouraged to listen to patrons and suggest materials or programs that might be of interest.

The library provides opportunities for Interested staff to propose and run additional programs (after consultation with the director) but this is **NOT** a requirement of the position.

All staff are expected to participate in state-required Long Range Planning (every three years) and Action Plans (annually)

Other duties related to library services as required