



TOWN OF BURLINGTON



**BURLINGTON
Public Library**
Connect, Discover, Enjoy

Michael Wick, Library Director
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March 8, 2019

Vacancy Library Page – Technical Services

MAJOR DUTIES:

1. Prepares all formats of materials for circulation. Tasks include typing spine labels and other labels for audio visual materials; stamping materials, putting on book covers; attaching stickers, barcodes, etc.
2. Mend books and magazines
3. Other similar tasks as needed

As a Library page, there may be occasions when assigned to resshelf books, magazines and non-print materials, pull books from shelves as directed, keep shelves neat and in good order. There is the opportunity for overtime shifts on Sundays and summer Saturdays in this capacity.

QUALIFICATIONS: Attention to detail and excellent manual dexterity are critical for this position. Applicant should also be reliable and able to work independently. Applicant must be able to move loaded book carts and reach all shelves to six-foot level, with or without kick stool. Previous library or other similar work experience preferred.

COMPENSATION: \$11.00 per hour

HOURS: This is an 11 hour per week (mornings) position. There is opportunity for overtime shifts on Sundays and summer Saturdays.

APPLICATION PROCEDURE: Applications are available at the library and must be returned to: Library Director, Burlington Public Library, 22 Sears St., 01803.

Open until filled, preference given to applications received by March 25, 2019.

Applications may also be submitted at www.burlington.catsone.com/careers.

Please note: MA General Laws mandate that any individual having direct contact at any time with either children or senior citizens be subject to CORI screening by the Criminal History Systems Board. Any conditional offer of employment is contingent upon a satisfactory CORI report.