



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for:

Part-Time Library Assistants
Belmont Public Library
Starting Hourly Rate: \$18.41

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department.

Open until filled, applications will be reviewed and acted upon as they are received.

The Belmont Public Library seeks (2) Part Time Library Assistants. Responsibilities include but are not limited to: checking materials in and out, renewing materials, collecting and recording fees for lost or damaged items, issuing library cards and entering patron data, answering main desk telephone, retrieving items for paging list (reserve requests), notifying patrons regarding reserved materials availability. Also includes: providing patron assistance and responding to questions and concerns, sorting, distributing and processing materials from other libraries, and sorting and shelving materials. Strong customer service skills required.

A minimum of a high school diploma or equivalent required, along with one year of library experience, or any combination of education and other customer service experience.

Current coverage needs are
Mondays 4-7:30pm
or
Thursdays 4-7:30pm
Saturdays 9-3 (twice a month)

The plan is for each hire to work 1 night, and 2 Saturdays a month. There will also be the opportunity to be called in as a substitute to pick up extra hours to cover vacations, sick days, and any other unexpected absences. These shifts may be in the morning, in the evening or on the weekends.

The starting hourly rate for all of these roles is \$18.41 and does not include benefits other than those required by law.

Resumes accepted at The Town of Belmont, Human Resources Office, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax to 671-993-2741. Open until filled, applications will be reviewed and acted upon as they are received.



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@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