



**Job Opportunity
Library Assistant**

The Jesse M. Smith Library has an immediate opening for a library assistant. This position provides direct circulation services to patrons including check in/check out of library materials, patron registration, in person and telephone assistance, and interlibrary loan processing.

This is a 14 hour per week part time position with no benefits. Hours include Wednesdays from 1:30 to 8:00 pm and alternating Friday/Saturdays from 9:30 am to 5:00 pm (Saturdays until 2:00 pm in the summer).

A high school diploma or equivalency is required. Candidates should possess the ability to work independently, exemplary customer service skills, organizational skills, attention to detail and excellent computer skills. Experience working in a library setting preferred. Familiarity with Sierra or other Integrated Library Systems (ILS) is preferred. Salary: \$11.00 to \$12.00 depending on qualifications.

Please submit a completed Town of Burrillville application for employment, cover letter, resume and professional references to:

Beth Ullucci, Director
Jesse M. Smith Memorial Library
100 Tinkham Ln
Harrisville, RI 02830
(401) 710-7800
bullucci@burrillville.org

Review of applications will begin Friday December 2, 2016 and the position will remain open until filled.

Town employment applications can be found at <http://www.burrillville.org>.

The Town of Burrillville is an Equal Opportunity Employer.
The Town prohibits discrimination in all aspects of employment because of age, race, color, sex, sexual orientation, gender identity, political or religious affiliation, or physical or mental disability.