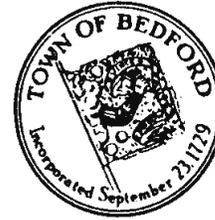


BEDFORD FREE PUBLIC LIBRARY

7 Mudge Way
Bedford, Massachusetts 01730
www.bedfordlibrary.net



Richard Callaghan, Director
Tel: 781.275.9440
Fax: 781.275.3590

Library Assistant 1, Part-Time Position

The Bedford Free Public Library is seeking enthusiastic, customer-focused individuals to join our Circulation team. This position requires attention to detail, accuracy, and the ability to prioritize tasks.

Qualifications: Ability to communicate well in English is required, additional language skills are desired. Successful candidates will have working knowledge of computers, Internet searching, and basic software applications. Previous experience with automated library systems (Millennium/Sierra) is strongly preferred.

Salary: \$15.77 per hour to start. No benefits.

Schedule: Shifts are typically 4 hours long and may occur during mornings, afternoons, or evenings. Weekends shifts in rotation are required.

Please send your application, resume, and cover letter to Noreen O’Gara, Assistant Library Director, Bedford Free Public Library, 7 Mudge Way, Bedford, MA 01730 (nogara@minlib.net).

The Town of Bedford application is available online at www.bedfordma.gov.

Applications received by March 21, 2016 will be given first consideration.

The Town of Bedford is an Equal Opportunity/Affirmative Action Employer