



Position Vacancy

RFP #25-084-01

Position: Senior Library Assistant Circulation Substitute
Department: Library
Salary Range: LIB3: \$17.93 – \$24.48 hourly
Schedule: Hours Vary – evening and weekend availability required.
Availability must include shifts on at least two Saturdays
per month in July and August and two Sundays
per month September – June.



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled.
- The Framingham Public Library Main Branch is located at 49 Lexington Street, 01702, in downtown Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The McAuliffe Branch Library is located at 746 Water Street, Framingham MA 01701.
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

The Framingham Public Library is seeking a highly motivated and energetic Senior Library Assistant Circulation Substitute to join our outstanding Circulation Department. This is an exciting opportunity to contribute to a library that is known for its innovative programs and community-focused services. You will support library operations across our Main Library, McAuliffe Branch, and Bookmobile, helping provide exceptional service to Framingham's diverse and vibrant population.

If you thrive in a dynamic environment and enjoy interacting with the public, we want to hear from you!

Position Purpose:

The Framingham Public Library is more than just books! We lend experiences, creativity, and innovation. May be scheduled to work at the Main Library, the McAuliffe Branch Library, or the Bookmobile.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Perform various circulation tasks including patron registration, checking materials in and out, and placing reserves while ensuring confidentiality of patron records.
2. Provide excellent customer service with tact and diplomacy, especially in high-traffic or pressure situations.
3. Assist with maintaining library collections by organizing, weeding, and straightening shelves.
4. Facilitate the interchange of materials between the Main Library and branch locations.
5. Help prepare materials for book discussions and curate booklists.

6. Perform other tasks as assigned.

Qualifications:

- High school diploma or the equivalent
- Two years public service experience, library experience preferred
- Comfortable using computers
- Abilities & Attributes:
 - Ability to interact well with people, make sound judgments, and work effectively under pressure.
 - Tact, diplomacy, and flexibility in all interactions.
 - Commitment to fostering a welcoming and inclusive library environment.
- Needed Skills:
 - Strong communication and organizational skills.
 - Bonus: Knowledge of Spanish or Portuguese is a plus!

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

- Ability to retrieve materials from shelves at various heights
- Ability to move about the library and interact frequently with patrons
- Ability to lift up to 25 pounds and occasionally more

Supervision Required:

Works under the direction of the Head of Patron Experience and Assistant Circulation Supervisors

Work Environment:

Work primarily in a library/office environment with normal office noise and traffic.