



*Massachusetts*

# PROVINCETOWN

## PROVINCETOWN HUMAN RESOURCES OFFICE

### Position Opening

#### *Fulltime Circulation Aide – Library*

The Town of Provincetown is accepting Applications for the position of Fulltime Circulation Aide. This position is responsible for technical and direct service work in connection with operations at the Public Library. The Circulation Aide responds to library user's requests, questions and suggestions, performs all duties of Library circulation including answering telephone and other inquiries, checking in serials, negotiating reference questions, utilizing automated systems, registering patrons, receiving orders for books and processing materials, responsible for the cataloging and processing of new library materials and processing interlibrary loan, and assists in the removal of dated items, shelves library materials including books and periodicals, reads shelves and helps maintain collection, including periodicals, in proper order and is responsible for all other related work as required.

This position is year-round 40 hours per week, including day, evening and weekend hours with a hourly rate of \$22.62 and \$23.62 Sunday pay.

Applications and job descriptions are available on the Town Website <http://www.provincetown-ma.gov/6/Employment> . Send completed applications to: Human Resource Manager, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or [hr@provincetown-ma.gov](mailto:hr@provincetown-ma.gov) by noon on December 14th, 2023 for initial review. The position is available immediately and will remain open until filled.

*The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.*

*Alex Morse, Town Manager*

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov> , Indeed, CCYP, Town Facebook, Linked In

Date: