



Date: October 7, 2016
Title of Position: Library Assistant II
Salary: Per AFSCME contract: Grade 12, \$689.39/week @ Step 1
Effective: December 2016

Responsibilities and Qualifications: (Please see the attached Commonwealth of Massachusetts Human Resources Division Library Assistant Series Classification Specification and Position Description/Form 30 for more detailed information.)

Responsibilities: The Jonathan Edwards Library at BCC seeks a patron-centered Library Assistant II who will bring humor, patience, and passion for serving to our diverse community. This vital position will focus on library circulation, providing outstanding customer service both in person at the circulation desk and on the telephone. Other duties and tasks may include: ordering of materials, supplies, and equipment, with appropriate record-keeping; data entry; library user assistance; hiring and supervision of work-study students; general office duties; facility opening, closing, and monitoring; equipment demonstration, monitoring, and trouble-shooting; special projects and other tasks as assigned. The Library Assistant II works closely with library vendors, users, and other staff in the Library and elsewhere.

Qualifications: Minimum one year of full-time or equivalent part-time paraprofessional or clerical experience as a library assistant. An associate's degree may be substituted for the required experience with education toward such a degree prorated on the basis of the proportion of the requirements actually completed. Excellent oral and written communication skills, computer (esp. Excel), and other office skills required. A strong customer service ethic is essential. Appropriate library experience; must be familiar with relevant systems and technology, library research methodology; and other aspects of library operations. Must be accurate, organized, reliable, and flexible; must enjoy working with library users, co-workers and others. Positive attitude and willingness to learn, accept responsibility, and work independently. Must be able to train, oversee, and evaluate the work of student workers. Ability to lift 5 to 25 pounds; reach and shelve materials; operate equipment; stand frequently; and move around the facility.

Additional information: Source of Funding: State funded
 Area of Assignment*: Academic Affairs
 Supervisor*: Director of Library
 Shift*: Monday through Friday, 7:30 am – 3:30 pm
 Days Off*: Saturday and Sunday

MCCC AFSCME DCE Non-Unit Full-time Part-Time

*Supervisor, area of assignment, shift, and days off are currently applicable to this position; however, these specifications are descriptive and not restrictive and are subject to change by the administration, pursuant to the applicable terms of the collective bargaining agreement.

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. tkozlowski@berkshirecc.edu (Internal candidates: Attach updated resume to in-house application form located in Human Resources).

Application Closing Date: **October 24, 2016.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.