



JOIN OUR TEAM!

ASSISTANT CIRCULATION MANAGER

The Town of Brewster is seeking qualified applicants for the position of Assistant Circulation Manager for the Brewster Ladies Library. This position is responsible for assisting the Circulation Manager in all daily operations relating to the circulation desk and the acquisition, processing, and withdrawal of all library materials.

Duties include but are not limited to; charges and discharges materials at the circulation desk, including museum passes for patrons; enters, processes, and withdraws library materials; processes interlibrary loans and Commonwealth Catalog requests; answers queries and fulfills requests for patrons. Performs Special Projects; develops and communicates written workflow and procedure for complex circulation tasks. Keeps staff up to date on new procedures, upgrades and policies.

Bachelor's degree and three years of professional library experience, including experience with automated library systems preferred; or an equivalent combination of education, training, and experience. Excellent customer services skills a must. **Is this the job for you?** [Click here](#) for the full job description and more information on the skills and knowledge needed to be a successful candidate.

This is a full-time 35 hour a week position, covered under the SEIU Library agreement with a starting pay range of \$25.05 - \$27.37 per hour, dependent on qualifications and experience. Excellent benefit package includes health insurance, paid time off, and pension benefits. Please send cover letter, resume, and Town employment application to Human Resources at employment@brewster-ma.gov. Position open until filled with a priority deadline for review of 05/24/2024, with interviews anticipated the second week of June and a start date of mid to late June. EEO/AA.