

PLEASE POST

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TOWN OF BEDFORD  
24 NORTH AMHERST ROAD  
BEDFORD, NEW HAMPSHIRE 03110

**NOTICE OF VACANCY**

**POSITION: LIBRARY CLERK**  
**Part Time, Bedford Public Library**

**SALARY:** \$12.22 - \$18.45 per hour

**TYPICAL DUTIES:**

The Bedford Public Library seeks an enthusiastic, flexible, customer service oriented person to join our circulation team. The candidate will work in the children's circulation area and the adult circulation area. The responsibilities of this position include, but are not limited to:

- ✓ Answering the phone.
- ✓ Checking out books.
- ✓ Taking reserves and requests from patrons.
- ✓ Helping patrons locate materials.
- ✓ Shelving books.
- ✓ Prepares bulletin boards and book displays.
- ✓ Assists in children's and teen's programs.

The part-time position will require 20-25 hours per week, including evenings and weekends in rotation with opportunities to sub for others. Tentative schedule: Mon. 9:00 a.m.-5:00 p.m., Thurs. 3:00 p.m.-8:45 p.m., Fri. 9:00-1:00 p.m. and rotating Saturdays or Sundays.

**MINIMUM QUALIFICATIONS:**

Applicants must have proficient computer skills, excellent interpersonal and customer service skills, possess a friendly professional demeanor and enjoy working with children and patrons of all ages. College degree and prior library experience is preferred. Enthusiasm for working with children and teens on STEAM (Science, Technology, Engineering, Art and Math) programming a plus.

(This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.)

**APPLICATION PROCEDURE:** Send cover letter and résumé to:

**Mary Ann Senatro, Library Director**  
**Bedford Public Library**  
**3 Meetinghouse Rd.**  
**Bedford, NH 03110**

or email [msenatro@bedfordnh.org](mailto:msenatro@bedfordnh.org)

**CLOSING DATE:** Open until filled.