

# Town of Franklin

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## OFFICE OF HUMAN RESOURCES

### JOB POSTING NOTICE

**POSITION:** Librarian 1 – Library Assistant  
Part-time position – 19 hours/week including some weekends

**GRADE:** L1

**SALARY:** \$16.71 - \$19.55 per hour

**POSTED:** May 15, 2018 until filled  
Preferred Deadline: June 1, 2018

The Franklin Public Library is seeking Library Assistants to provide superior customer service in our new, expanded library. Library Assistants staff the circulation desk and respond to customer inquiries in person and by telephone. They charge and discharge books, shelve materials, input customer registrations, process overdue notices, collect fines, and process new materials for the collection. Library Assistants instruct customers in the use of all library resources, including books, periodicals, websites and databases, basic internet resources, the Online Public Access Catalog (OPAC) Microform, projector, copiers, printers and emerging technologies and resources. Library Assistants also help plan and participate in special program activities.

The ideal candidate will be positive, energetic, and able to work with customers of all ages. S/he will have strong computer skills and the ability to learn and adapt to new and changing technologies.

Library Assistants are expected to be available to work the following shifts each week:

- two morning shifts – 9:00-1:00
- one evening shift – 4:15-8:15
- alternating Fridays and Saturdays - 9:00-5:00 (with a 1 hour lunch)

Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format to [apply@franklinma.gov](mailto:apply@franklinma.gov). Please put "Library Assistant" in the subject line of the email.