

# Town of Franklin

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## OFFICE OF HUMAN RESOURCES

### JOB POSTING NOTICE

**POSITION:** Substitute Library Assistants  
**HOURS:** on call for hours as needed – especially 1:30 – 5:30 on Sundays  
**SALARY:** \$14.50/hour  
**POSTED:** July 22, 2021  
Open until filled

The Franklin Public Library is seeking Substitute Library Assistants to provide superior customer service at the Library's Circulation Desk. Substitutes are called to fill in for our full-time and part-time employees as hours become available. Hours may be available during regular operating hours, including Sundays from 1:30 to 5:00 p.m. between September and May.

Substitute Library Assistants respond to customer inquiries in person and by telephone. They charge and discharge books, shelve materials, input customer registrations, process overdue notices, collect fines, place holds on library materials, and answer ready reference questions.

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

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 "Substitute Library Assistant" in the subject line of the email.