

Town of Franklin

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OFFICE OF HUMAN RESOURCES

JOB POSTING NOTICE

POSITION: Part-time Librarian 1 – Library Assistant
Part-time position – 19 hours per week

GRADE: L1

SALARY: \$16.71 per hour hour

POSTED: April 25, 2019 until filled
Preferred Deadline: May 17, 2019

The Franklin Public Library is hiring a part-time Library Assistant 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.

The Library Assistant must be available to work the following shifts each week:

Monday 4:15 – 8:15
Wednesday 9:00 – 1:00
Thursday 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. Please put "Library Assistant" in the subject line of the email.