

Town of Franklin

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OFFICE OF HUMAN RESOURCES

JOB POSTING NOTICE

POSITION: Substitute Library Assistants
Sunday Hours – September through May

SALARY: \$14.00/hour

POSTED: October 3, 2018 until filled

The Franklin Public Library is seeking Substitute Library Assistants to provide superior customer service at the Library's Circulation Desk on Sundays, 1:30 to 5:00 p.m., September through May, as well as other shifts as they become available.

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. S/he 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. Please put "Substitute Library Assistant" in the subject line of the email.