



# Peabody Institute Library

82 Main Street

PEABODY, MASSACHUSETTS 01960-5592

Education · Information · Recreation

978-531-0100



July 20, 2018

To: Library Staff / Human Resources Department  
From: Melissa Robinson

Re: Job Posting – Library Aide – part-time

In accordance with article VI, paragraph A of the Agreement between the City of Peabody and the American Federation of Teachers, Local 1289, the position of **Library Aide** is posted until the close of business on **Monday July 30, 2108**. All applications shall be submitted in accordance with paragraph B, Article VI.

Grade: **Library Aide**

Hours: Average 10 hours per week

Description attached.

cc: Main library  
South Branch  
West Branch  
Human Resources Dept., City Hall  
File

**JOB POSTING**  
**LIBRARY AIDE – MAIN LIBRARY**

**Job Title:** Library Aide  
**Department:** Library  
**Pay:** \$13.00 per hour  
**Schedule:** Part-time hours (averages 10 hours/week)

**Summary of Job Duties: (Full job description available at the Human Resources Department)**

Under the direction of the Assistant Director, the Library Aide provides customer service to patrons in a busy public library. Duties include circulation and basic information services, shelving materials, programming support and other clerical and organizational tasks to support the mission of the Peabody Institute Library.

This is a part-time position averaging 10 hours per week, plus seasonal (non-summer) Sunday rotation (approximately every fifth Sunday).

**Qualifications:**

Ideal candidate will possess outstanding customer service and organizational skills and be familiar with computers, basic MS Office and general technology. Vision must be sufficient to meet job obligations and hearing must be sufficient for accuracy in phone communication and customer service skills. Excellent verbal and written communication skills required.

**Posting Date:** July 20, 2018

Qualified candidates apply on or before July 30, 2018 at the City of Peabody Human Resources Office, City Hall, 24 Lowell Street, Peabody, MA 01960, or via email to [ctrombley@peabody-ma.gov](mailto:ctrombley@peabody-ma.gov) or via fax at 978-538-5982. Optionally, candidates may apply directly to [guyote@noblenet.org](mailto:guyote@noblenet.org). The City of Peabody is an EOE.