



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

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**KAREN BUDROW**  
Director of Human Resources

**KAREN MEAGHER**  
Benefits Manager

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Human Resources Aide

## JOB POSTING

### LIBRARY AIDE – PEABODY INSTITUTE LIBRARY

**Job Title:** Library Aide – Teen and Reference

**Department:** Library

**Location:** 82 Main Street, Peabody, MA 01960

**Union:** n/a

**Grade:** LOR

**Pay:** \$12.00

**Schedule:** Part-time, 16 hours per week; Monday, Tuesday, Wednesday 3-7pm (Teen Department); Sundays at the Main Library, 1-5pm seasonally (Reference Department). Hours subject to change.

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

Under the direction of the Senior Teen Librarian, the library aide provides customer service to library patrons including circulation, program support and basic information services. The library aide performs clerical and organizational duties to support the programs and activities of the busy public library.

#### Qualifications:

Basic MS Office, general technology and customer service skills required. 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:** October 24, 2016

Qualified internal candidates apply on or before November 4, 2016 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. The City of Peabody is an EOE.