



# Peabody Institute Library

82 Main Street

PEABODY, MASSACHUSETTS 01960-5592  
Education • Information • Recreation  
978-531-0100



January 11, 2021

To: Library Staff / Human Resources Department  
From: Cate Merlin

Re: Job Posting – West Branch Assistant Librarian – full time/35 hours a week

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 **West Branch Assistant Librarian** is posted until the close of business on **Monday, January 18, 2021**. All applications shall be submitted in accordance with paragraph B, Article VI.

Grade: **Assistant Librarian**

Hours: 35 hours per week

Description attached.

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

## **LIBRARY ASSISTANT- WEST BRANCH LIBRARY**

Reports to the Senior West Branch Librarian in the performance of their responsibilities. Assists with duties relating to the overall mission of the Peabody Institute Library, including all aspects of customer services, circulation support, materials circulation, and processing of materials.

**RESPONSIBILITIES:** Assists with daily functions of a busy branch library, and may include circulating library materials, customer service, processing and/or ordering materials, assisting patrons with technology, programming, general support of branch functions, and general support of department-related activities as required.

**REQUIREMENTS:** Demonstrated ability of working in a library or similar setting; strong organizational, customer services, and excellent communications skills a must. The ideal candidate should possess technological proficiency with PC-based systems and internet. Experience with MS Office tools (Word, Excel) and Evergreen software a plus. Candidates should also possess the ability to take initiative, coordinate multiple assignments concurrently, develop and design promotional materials and displays, and work well with the public. Some lifting, bending, and other physical activity is involved.

**STARTING HOURS:** This is a full-time, benefited position, averaging 35 hours per week, including one evening per week and every other Saturday. Hours and general duties are subject to change at the discretion of the Director.

**ANNUAL SALARY RANGE:** \$44,995.83 - \$46,818.25

Please send resume and letter of application to:

Al Hayden, Assistant Director  
Peabody Institute Library  
82 Main Street  
Peabody, MA 01960  
hayden@noblenet.org