



Peabody Institute Library

82 Main Street

PEABODY, MASSACHUSETTS 01960-5592

Education · Information · Recreation

978-531-0100



February 21, 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 **Wednesday February 28, 2108**. All applications shall be submitted in accordance with paragraph B, Article VI.

Grade: **Library Aide**

Hours: Average 15 hours per week

Description attached.

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

JOB POSTING – Library

LIBRARY AIDE – Circulation

Assists and reports to the Assistant Director in the performance of his/her responsibilities. Duties may include programming support, circulation, clerical tasks, shelving materials, as well as other supportive duties relating to the mission of the Peabody Institute Library. The ideal candidate will possess outstanding customer service and organizational skills and be familiar with working with PCs.

This is a part-time position averaging 15 hours per week; plus seasonal (non-summer) Sunday rotation (approximately every fifth Sunday). Interested persons should contact Gerri Guyote, Assistant Library Director, for more information. Starting hourly rate for new employee in this position is \$13.00/hour.

Date of Posting: February 21, 2018

Cc: City Hall – Human Resources
Main Library
South Branch Library
West Branch Library
File

