



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

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**BETH BRENNAN O'DONNELL**  
Director of Human Resources

**KAREN MEAGHER**  
Benefits Manager

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Human Resources Aide

## JOB POSTING LIBRARY AIDE – MAIN LIBRARY

Job Title: Library Aide  
Department: Library  
Location: Main Library, 82 Main Street, Peabody, MA 01960  
Union: N/A  
Grade: LOR  
Pay: \$12.00 per hour  
Schedule: Part-time: Monday 5:00 PM – 9:00 PM; Tuesday 9:00 AM – 1:00 PM;  
Every 2nd Saturday 1:00 PM – 5:00 PM;  
Rotating Sundays 1:00 PM – 5:00 PM seasonally

### 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 library patrons including circulation 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: August 25, 2016

To Apply: Qualified candidates please apply on or before **September 9, 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.