



Joseph C. Sullivan, Mayor

**Human Resources Department**

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**JOB POSTING**

**JOB TITLE:** Library Page 18 Hours/Week

**LOCATION:** Thayer Public Library

**DATE AVAILABLE:** ASAP

**SALARY:** \$8.50 - \$9.50 per hour

**QUALIFICATIONS:**

Junior High School graduation; or any equivalent combination of education and experience. Ability to understand and follow oral and written instructions; physical stamina; accuracy in simply clerical routines.

**RESPONSIBILITIES:**

Please see attached job description for complete details.

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**POSTING DATES:** August 19, 2014 – until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

or e-mail it to: [kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

Town of Braintree is an Equal Opportunity Employer

Date Approved:  
Grade: Schedule G  
Union: None  
Apptg. Authority:

**LIBRARY PAGE (PART TIME)**

**NATURE OF WORK:**

Routine clerical and labor work at the Public Library; related work as required. Errors could result in misplaced or lost books and, in general, confusion or delay in Library services.

**SUPERVISION:**

Works under direct supervision.

**JOB ENVIRONMENT:**

Some physical effort demanded in walking, standing and carrying books while performing duties mainly under typical library conditions.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)*

- Performs simple and repetitive duties involving primarily the shelving of books.
- Replaces books in their proper places on shelves and keeps shelves neat and orderly.
- Procures books from the stacks for patrons of the Library.
- Arranges newspapers, magazines and pamphlets in proper order and puts them away.
- Run errands, wrap books, file Library cards and pamphlets, assist in mending books and performs similar routine tasks as required.

- Makes occasional personal contact with the public.
- Regular and predictable attendance.

**KNOWLEDGE, SKILLS, AND ABILITY:**

**Knowledge:** Basic knowledge of library services.

**Skills:** Good organizational skills. Good communication skills.

**Ability:** Ability to understand and follow oral and written instructions; physical stamina; accuracy in simple clerical routines.

**REQUIRED QUALIFICATIONS:**

Junior High School graduation; or any equivalent combination of education and experience.