



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#18-038
November 15, 2017**

**NOTICE OF VACANCY
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POSITION: Library Page
DEPARTMENT: Library
SALARY: \$ 11.00 - \$13.13/Hourly
HOURS: Flexible hours (some evenings and weekends)

Organizational Scope: To return, straighten, and retrieve materials and keep the library orderly. Work is performed under the direct supervision of the Branch Librarian, the Collection Development Librarian, or their designees, who make assignments; give instructions as necessary, and who are available for advice and assistance when required. Work is reviewed for accuracy, completeness and compliance with procedures and instructions.

Major Responsibilities: May perform one or more, in any combination, of the following duties:

- Sorts and shelves books and other materials
- Keeps shelves in order
- Retrieves back issues of periodicals for patrons
- Searches shelves for requested materials
- Assists in processing materials for circulation

Performs other tasks as assigned.

Job Qualifications: Must have attained age fourteen and if under age 18, be able to obtain a work permit from school. Must be detail-oriented and dependable and possess the aptitude and interest in library work. Must receive a passing score on a test showing the ability to follow library filing procedures. Must be able to work the assigned days and hours. Must be able to bend to shelve library materials at floor level; use a step stool to place materials on shelves up to 6.5 feet high; and lift materials weighing up to 6 lbs.

Work Environment: Work is performed primarily in an office environment with normal office noise and traffic.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

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