



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

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Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

January 6, 2026

Job # 2026-1

PLEASE POST ANTICIPATED OPENING

POSITION:

Circulation Assistant (Division Head)

Haverhill Public Library

HOURS OF WORK:

Full-time/40 Hours per Week

(Include evenings and weekends)

SALARY:

\$974.73 - \$1,126 per week

(Library group scale)

JOB SUMMARY:

Performs all duties related to the circulation of library materials including checkouts, checkins, renewals, patron registration, reserves, and collection of fines and fees at the Circulation desk. Will occasionally be asked to fill in at Youth Services; will have some regular collection development responsibilities. Will be asked to assist the Department Head in general upkeep of the department including keeping track of supplies, identifying problems or issues, recommending work-flow changes, and other duties as assigned. Represents the library in a pleasant and helpful manner in all aspects of work.

SUPERVISION RECEIVED:

Works under the supervision of the Circulation Department Head, with additional guidance from Administrative staff.

SUPERVISION EXERCISED:

Provides limited direction to the page staff and junior staff, may be asked to serve as manager in absence of department head. May be asked to serve as building manager in absence of any department heads.

MAJOR DUTIES AND RESPONSIBILITIES:

Provides library patrons with the service and attention they require in a pleasant and helpful manner. Refers patron to the staff person best able to help. Checks library materials in and out. Checks condition of materials and routes to appropriate departments for further evaluation if necessary. Collects fines and fees on library materials. Resolves bills and other delinquencies for the patron. Processes reserve materials and notifies patron when materials are ready. Registers new patrons and introduces the new patron to the library services offered. Enters patron information into the database. Maintains Museum Pass and Meeting Room bookings.



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Performs basic Reader's Advisory service by helping patrons select fiction, stocking and merchandising the new book and staff recommends shelves. Participates in formulating special display areas. Opens and closes the Main Desk area and/or Youth Services desk, including managing the cash register, emptying the book drop, and ensuring that the area is neat and ready for the day. Handles telephone calls appropriate to the department and routes other calls if necessary. Checks in and processes the delivery. Performs other duties as required.

The duties listed above are intended only as illustrations of the various types of work that the Division Head will perform. 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.

KNOWLEDGE, SKILLS, AND DESIRED ABILITIES:

Ability to meet people easily and get along well with others. Ability to express oneself clearly, concisely and pleasantly in the English language both orally, in person and over the phone, and in writing. Ability to handle minute detail. Accurate typing and word processing skills. Ability to learn new skills quickly. Ability to handle situations with tact, courtesy, initiative, resourcefulness, good judgment, and punctuality. Working knowledge of Spanish is a plus.

MINIMUM QUALIFICATIONS:

Must have a Bachelors degree. Coursework towards or a MLS will be given strong consideration. Previous library experience, 1-3 years. Demonstrated commitment to professional development is valuable.

PHYSICAL REQUIREMENTS:

While performing the essential functions of this job, the employee is regularly required to bend and stoop; stand and walk on a frequent basis; lift and/or move objects weighing up to 50 pounds; must be able to effectively communicate with the public. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE: FRIDAY JANUARY 23, 2026

APPLICATION IS AVAILABLE ONLINE AT:

www.haverhillma.gov/government/job-opportunities

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2026-1

"The City of Haverhill is an AA/EEO/ADA Employer."