



# Haverhill

Human Resources Department, Room 306

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

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**May 30, 2025**

**Job # 2025-14**

## **PLEASE POST ANTICIPATED OPENING**

### **POSITION:**

**Library Assistant Youth Services**

Haverhill Public Library

### **HOURS OF WORK:**

**Full-Time/40 hours per week**

(Includes evenings and weekends)

### **SALARY:**

**\$895.85-\$1,069.77 per week**

(According to the Library Group contractual salary schedule)

### **JOB SUMMARY:**

Assists all patrons in the use of library equipment and materials including patron-use computers. Helps plan, publicize and implement programs for children and their caregivers. Participates in collection development, reference services and reader's advisory for young patrons. Assists in planning, scheduling and providing tours to local schools and other community organizations, both in and out of the Library.

### **SUPERVISION RECEIVED:**

Works under the supervision of the Youth Services Department Head and Administrative staff.

### **SUPERVISION EXERCISED:**

Provides limited direction to the page staff.

### **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.
- Processes reserve materials and notifies patron when materials are ready.
- Introduces new patrons to the library services offered.
- Performs Reader's Advisory service by helping patrons select items, familiarizing self with collection, and continually evaluating the needs of the collection. Participates in formulating special display areas.
- Opens and closes the Youth Services area, including managing the cash register, collecting recently returned books from the Circ area, 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.
- Participates in library outreach on a regular basis.

Address: 4 Summer Street Haverhill, MA 01830    Webpage: [www.cityofhaverhill.com](http://www.cityofhaverhill.com)



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- Plans, implements, and evaluates youth programming.
- Performs other duties as required, including filling in at other service desks.

The duties listed above are intended only as illustrations of the various types of work that the Library Assistant 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, proficient in Microsoft Office suite, database, and ILS.
- Ability to learn new skills quickly.
- Ability to handle situations with tact, courtesy, initiative, resourcefulness, good judgment and punctuality.
- Ability to multitask and perform duties with little supervision.

## **MINIMUM QUALIFICATIONS NEEDED:**

Bachelors Degree Required, MLS or Equivalent Graduate Degree is a plus

Previous library experience 1-3 years, specific to Youth Services, knowledge of current educational theory and practice is highly desirable.

## **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.

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

**CLOSING DATE: FRIDAY JUNE 16, 2025**

**APPLICATION IS AVAILABLE ONLINE AT:**

**[www.cityofhaverhill.com/departments/human\\_resources/job\\_opportunities.php](http://www.cityofhaverhill.com/departments/human_resources/job_opportunities.php)**

**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@CITYOFHAVERHILL.COM](mailto:HRD@CITYOFHAVERHILL.COM)**

**PLEASE REFERENCE JOB # 2025-14**

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

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