



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

July 11, 2025

Job # 2025-27

PLEASE POST ANTICIPATED OPENING

POSITION:

Library Clerk

Haverhill Public Library

HOURS OF WORK:

Part-Time/12 hours per week

(Includes evenings and weekends)

SALARY:

\$18-\$20 per hour

(According to the Library Group contractual salary schedule)

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 both the Circulation and Youth Services desks. Will have some regular Youth Services shifts, predominately nights and weekends. Represents the library in a pleasant and helpful manner in all aspects of work.

SUPERVISION RECEIVED:

Works under the supervision of the Head of Circulation, receives direction from other Department Heads and Admin.

SUPERVISION EXERCISED:

None. May occasionally provide guidance to volunteers.

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.
- Performs 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.

Address: 4 Summer Street Haverhill, MA 01830 Webpage: www.cityofhaverhill.com



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- 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 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 and repetitive tasks.
- 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.
- Ability to work independently and with minimal supervision.
- Ability to work quickly and efficiently, meet deadlines, and stay organized.

MINIMUM QUALIFICATIONS NEEDED:

Bachelors Degree.

Previous library experience 1-3 years preferred but not required.

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 AUGUST 1, 2025

APPLICATION IS AVAILABLE ONLINE AT:

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

PLEASE REFERENCE JOB # 2025-27

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