



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

August 29, 2025

Job # 2025-44

PLEASE POST
ANTICIPATED OPENING

POSITION:

Library Page (Part-time)

Haverhill Public Library

HOURS OF WORK:

Up to 15 hours per week (No City Benefits)

(Schedule may include evenings and weekends)

SALARY:

\$15-\$18 per hour

(Non-union salary schedule)

JOB SUMMARY:

Performs all duties related to the organization and shelving of library materials including books, magazines, newspapers, videos and CDs. Will assist in completing the pull list of requested items. Represents the library in a pleasant and helpful manner in all aspects of work.

SUPERVISION RECEIVED:

Works under the supervision of the Staff, primarily Department Heads.

SUPERVISION EXERCISED:

May provide some direction to volunteer shelving staff.

MAJOR DUTIES AND RESPONSIBILITIES:

- Shelves all books and materials in their proper order.
- Maintains the shelves in a neat and orderly manner.
- Retrieves, prepares, and displays newspapers in a timely manner for the patrons and the staff.
- Shifts collections as needed.
- Maintains the New Fiction and New Non-Fiction display areas.
- Shelf read book stacks to preserve Dewey Decimal order.
- Provides daily straightening and monthly dusting of all collections.
- Brings mail and deliveries to Technical Services.
- Assists circulation staff in checking in the Book Drops.
- Aids in finding books on daily pull list.
- Other duties as assigned.



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The duties listed above are intended only as illustrations of the various types of work that the Library Page 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 express oneself clearly, concisely and pleasantly in the English language.
- Ability to handle minute detail.
- Ability to learn new skills quickly.
- Ability to handle situations with tact, courtesy, initiative, resourcefulness, good judgment, and punctuality.
- Ability to work independently in a multi-tasked environment.

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.

MINIMUM QUALIFICATIONS:

- High school diploma or high school student in good academic standing.
- Knowledge of the Dewey Decimal System is preferred.

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

CLOSING DATE: FRIDAY SEPTEMBER 12, 2025

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@CITYOFHAVERHILL.COM

PLEASE REFERENCE JOB # 2025-44

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