



## **TOWN OF NORTHBOROUGH**

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### **EXTERNAL EMPLOYMENT OPPORTUNITY LIBRARY ASSISTANT - CHILDREN'S SERVICES NORTHBOROUGH FREE LIBRARY MARCH 27, 2024**

The Town of Northborough seeks applicants for the full-time position of Library Assistant - Children's Services in the Northborough Free Library. This position is responsible for providing technical, research and reader's advisory assistance at the Children's Services Desk, planning and implementing community programming, assists in developing and maintaining collection materials, and provides administrative support to the Children's Librarian.

Successful candidates will possess strong organizational skills, superior customer service skills, and the ability to interact with and instruct members of the general public, particularly children and caregivers. Requires an Associate's degree or equivalent, and 1 year of related experience; or any equivalent combination of education, training, certification, and experience. A Bachelor's degree and experience with children is preferred. Knowledge of the principals and practices of a public library, knowledge of programs, services and department operations. Strong reference skills, knowledge of children's literature and reference resources, and familiarity with library technology and applications. The wage range for this Grade 1 position is \$22.14 - \$28.78 per hour. Candidate must be a non-smoker per the union contract.

Submit resume and letter of interest to: Assistant Town Administrator's Office, 63 Main Street, Northborough, MA 01532 or email to [townadmin@town.northborough.ma.us](mailto:townadmin@town.northborough.ma.us) with 'Library Assistant' in the subject line. Position will remain open until filled. AA/EOE