The Town of Concord
is currently accepting applications for the limited status position of

Library Page

afternoons and weekends -- up to 10 hours/week
Starting Salary: $7.50 per hour

About the Position

Library Pages perform a variety of routine clerical and manual duties at the public library. Examples of duties include:

- replacing books in their proper places on shelves and keeping shelves neat and orderly,
- procuring books from the stacks for patrons of the library,
- putting away and arranging newspapers, magazines and pamphlets in proper order,
- running errands,
- wrapping books,
- filing library cards and pamphlets, and
- assisting in mending books.

Desirable Qualifications

- Junior High School graduation or any equivalent combination of education and experience
- ability to understand and follow oral and written instructions
- ability to perform simple clerical tasks accurately
- ability to reach, bend and lift as necessary for shelving books
- ability to carry books and other items weighing up to 15 pounds
- ability to interact with the public and co-workers in a helpful and professional manner

Application Process

All applicants are required to complete a Town application form, available from the Town Personnel Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the form.

All applications will be considered immediately upon receipt and accepted until position is filled. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodation in order to participate in this process should contact the Town Personnel Department.

Questions regarding this selection process should be addressed to the:
Concord Personnel Department
Town House, 22 Monument Square, P.O. Box 535
Concord, MA 01742
978-318-3025