

# Chelmsford Public Library

## Position Opening

Position: Non-Union Page – Reference Department

Salary: \$15.40 per hour

Hours: 4 - 8 hours per week

Schedule: Monday, Wednesday, and every other Saturday; specific schedule to be determined at time of hire.

**Duties:** Shelving books and audio/visual materials at the Chelmsford Public Library's Main location, primarily in the Reference department. Shifting, straightening, and shelf-reading the collection.

Performs other duties as required.

**Qualifications:** Ability to accurately sort and shelve library materials in alphabetic and numeric order. Position requires ability to work independently and efficiently, attention to detail, and a friendly and courteous approach to library patrons. Position requires lifting, bending, carrying books, and pushing a full cart of library materials.

Familiarity with Dewey Decimal classification system is a plus.

**Applications:** Submit [Town of Chelmsford Employment Application](#) to Jianna Christopher, [jchristopher@chelmsfordlibrary.org](mailto:jchristopher@chelmsfordlibrary.org), no later than 4/18/25. The Town of Chelmsford is an EEO/AA Employer.