



# City of Framingham, MA

May 15, 2024

## Position Vacancy

RFP #24-045-01

**Position:** Library Page

**Department:** Libraries

**Salary Range:** \$14.20 - \$16.37

**Schedule:** 10 hours per week, flexible schedule, year-round

The Framingham Public Library provides a safe, open, unbiased environment and upholds the public’s right of equal access to information and services. We encourage and contribute to the civic, intellectual, and cultural pursuits of the community. Through guidance, resources, and programs, we meet the needs of a large, multicultural community in which 70+ languages are spoken. The Library provides a friendly, physical environment that serves as a community meeting place for encouraging curiosity, free inquiry, and lifelong learning. As a vital community asset, we recognize our responsibility to actively and broadly promote awareness of the Library’s resources and services.

**Position Purpose:**

Library Pages return, straighten, and retrieve materials and keep the library orderly. Work is performed under the direct supervision of the Branch Librarian, the Collection Development Librarian, or their designees, who make assignments; give instructions as necessary, and who are available for advice and assistance when required. Work is reviewed for accuracy, completeness and compliance with procedures and instructions.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. 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.*

1. Sorts and shelves books and other materials
2. Keeps shelves in order
3. Searches shelves for requested materials
4. Assists in processing materials for circulation
5. Performs other tasks as assigned.

**Qualifications:**

**You must be:**

- at least 14 years old (If you are under 18 years old, please get a work permit from your school)
- Dependable
- Interested in library work
- Good with details
- Able to receive a passing score on a test showing the ability to follow library filing procedures
- Able to work the assigned days and hours
- Bend to shelve materials at floor level
- Use a step stool to place materials on shelves up to 6.5 feet high
- Must be able to lift Materials weighing up to 6 pounds.
- Must be able to pass MA CORI/SORI background checks.

**Work Environment:**

Work is performed primarily in an office environment with normal office noise and traffic.

.....

The Framingham Public Library is located at 49 Lexington Street, Framingham. The McAuliffe Branch Library is located at 746 Water Street, Framingham. Both are accessible by the [MWRTA](#).

*The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.*

**The City of Framingham is an Affirmative Action Equal Opportunity Employer.**