

Town of Halifax
Help Wanted
Holmes Public Library
Substitute Library Associate
Part-Time / Hours Vary (On-Call) / Multiple Openings

The Town of Halifax is seeking qualified candidates for the position of **Substitute Library Associate**.

Essential functions of this position include working at the circulation desk, checking materials in and out, collecting monies for copies and faxes, and handling various patron requests and assisting them as necessary.

The Substitute Library Associate is a part-time, on-call position to fill in for Library staff absences for Day, Evening, and Saturday shifts.

BA/BS required; Public library reference experience preferred, strong public service and organizational skills, familiarity with automated library systems and office products.

Pay rate: \$21.39 per hour (Grade 4). This position is not eligible for benefits.

Application, resume and any associated documents must be returned to the Board of Selectmen's Office, Halifax Town Hall, 499 Plymouth Street, Halifax, MA 02338 or submitted via email to Apply@halifax-ma.org. This position will be posted indefinitely, and applications will be accepted on a rolling basis. Full job description and employment application are available for download at halifax-ma.org/apply.

The Town of Halifax is an equal opportunity employer.