



# TOWN OF SAUGUS

HUMAN RESOURCES  
298 CENTRAL STREET  
SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142

Fax: (781) 231-5666

## Job Posting

### **12 Hour P/T Library Associate**

Applications are being accepted for a part-time Library Associate. This is a 12 hour position.

Library Associates provide direct customer service to library patrons of all ages at the Circulation and Children's desks. Perform day-to-day circulation tasks including checking items out/in, helping patrons locate materials, answering phones and shelving materials. Must maintain patron privacy and handle small monetary transactions according to library policy. Position will include at least one evening shift and may include an alternating Saturday shift. Associate degree or higher preferred.

This is a non-benefitted position.

**Applications will be accepted until position is filled.**

Please email applications/resumes to: [lcrowley@saugus-ma.gov](mailto:lcrowley@saugus-ma.gov)

Town of Saugus  
Lisa R. Crowley  
Director of Human Resources  
298 Central Street  
Saugus, MA 01906

*Applications will be kept on file for a period of one year. The Town of Saugus is an equal opportunity employer. Federal Law forbids discrimination based on race, religion, sexual orientation, national origin, age, marital status, transgender or disability.*