

Librarian I - Public & Administrative Service (Part-Time)
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263824>

Downloaded On: Oct. 14, 2025 7:07pm

Posted Oct. 13, 2025, set to expire Feb. 6, 2026

Job Title	Librarian I - Public & Administrative Service (Part-Time)
Department	Library Service
Institution	Northern Essex Community College Haverhill, Massachusetts
Date Posted	Oct. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
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Job Description

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Librarian I - Public & Administrative Service (Part-Time)

POSITION: Part-Time Librarian I - Public & Administrative Service (Librarian I):Library Services; Haverhill Campus; 22.5 hours per week, Monday - Friday, 9:30 am - 2:00 pm; AFSCME Unit I

SUMMARY: The Librarian I is responsible for ordering new books and materials for the collection, assisting library users in utilizing library resources and services, contributing to the development of library policies, maintaining records and files, and performing related duties as assigned. Although this position is primarily based on the Haverhill campus, candidates should expect to work on the college's Lawrence campus periodically.

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RESPONSIBILITIES:

The responsibilities include, but are not limited to the following:

- Performs duties related to the processing of payments and invoices for library materials.
- Maintains print and digital files and records related to the acquisition of library materials.
- Staffs public service desk and aids students and patrons in the discovery and use of library materials.
- Performs library circulation services for charging and discharging materials.
- Performs related duties such as contacting users concerning return of overdue materials; contacting agency personnel regarding shipping and receiving; performing bibliographical searching; opening, sorting and distributing mail; operating office and audio-visual equipment; maintaining files and records; writing narrative reports; taking inventory of books; exercising disciplinary action when necessary; filing; indexing; repairing or altering books and other library materials; and typing catalog cards, correspondence, reports, forms and other library materials using typewriter with library keyboard.
- The Classification Specification is available at:
<https://www.mass.edu/shared/classificationspecs/specspers/Librarian.doc>

Job Requirements:

MINIMUM QUALIFICATIONS:

- Ability to gather information by examining records and documents.
- Ability to understand and apply agency procedures and guidelines governing the purchase of supplies, materials and equipment.
- Experience building and maintaining spreadsheets in Microsoft Excel, including formulas.
- Demonstrated ability to provide positive customer service experiences for a diverse community.
- Ability to communicate effectively in oral and written expression.
- Ability to stand or sit for prolonged periods of time.

PREFERRED QUALIFICATIONS:

- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are

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encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

SALARY:\$1,308.48 - \$1,854.99 (\$34,020.48 to \$48,229.89 annually), Pay grade 16. An appointment from outside the bargaining unit (AFSCME) must start at Step I of the range. Complete fringe benefit package including competitive health insurance, free dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

ANTICIPATED START DATE: ASAP

To apply, click [HERE](#)

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Library Service
Northern Essex Community College

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