



**Town of Billerica
Part-time Library Page (16hrs/week)**

Title: Library Page
Date: June 2025

Grade Level: Page
Department: Library

Job Description: The Town of Billerica seeks a friendly, dependable, independent, and detail-oriented candidate to serve as a library page. Library pages play a key role in keeping the library's collections organized and discoverable and assist with item retrieval.

Primary tasks include:

- Shelving books and non-print items according to the Dewey Decimal system
- Retrieving items for interlibrary loan
- Checking shelves for items presumed lost or missing
- Shelf reading assigned collection areas
- Keeping shelves and collections neat and clean
- Assisting with opening or closing the building

Qualifications: Must be 16 years of age or older. The successful candidate will have a proven track record of being able to work independently and experience demonstrating attention to detail. Must also enjoy working with the public.

Salary: \$15.40 per hour in FY2025 with adjustment to \$15.86 on 7/1/25 and \$16.02 on 1/1/26. This position is eligible for pro-rated paid time off. This is an AFSCME Council 93, Local 1365 position.

Schedule: Schedule will include days, and evenings with the starting schedule being Wednesdays 3pm-8pm, Thursdays 1pm-6pm, and Fridays 9am-3pm. Schedule is set by the Library Director or designee. Additional hours may occasionally be available.

Apply to: Megan Doyle, Supervisor of Circulation/ Billerica Public Library / 15 Concord Road / Billerica, MA 01821 / mdoyle@billericalibrary.org

Please include cover letter, resume and three references (PDF format preferred if submitting electronically).

Available: June 2025

Deadline for applications: Job will be open at least 10 days from posting and will remain open until filled.

The Town of Billerica is an Affirmative Action/Equal Opportunity Employer