



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DelRosso, HR Technician – idelrosso@haverhillma.gov

Bridget Panniello, Head Clerk/Floater- bpanniello@haverhillma.gov

August 25, 2026

Job # 2026-45

PLEASE POST ANTICIPATED OPENING

POSITION:

Library Assistant-Tech Services (Division Head)

Haverhill Public Library

HOURS OF WORK:

Full-time/40 Hours per Week

(Include evenings and weekends)

SALARY:

\$995.24-\$1,188.72 per week

(Library group scale)

JOB SUMMARY:

Performs all duties related to the processing of library materials as needed including: labeling, stamping, covering, and any other handling required. Knowledge and experience with RDA, Dewey Decimal Classification, Library of Congress Subject Headings, and MARC format to catalog a variety of materials. Will work regular shifts at the circulation desk and should be comfortable with the circulation of library materials including checkouts, check-ins, renewals, patron registration, reserves, and collection of fines and fees. May be asked to fill in at the Youth Services or Circulation desks. Represents the library in a pleasant and helpful manner in all aspects of work.

SUPERVISION RECEIVED:

Works under the supervision of the Assistant Director, ultimately reports to the Director

SUPERVISION EXERCISED:

Supervises Tech Services assistants and volunteers, with guidance from Assistant Director. May be asked to serve as manager in absence of a Department Head.

MAJOR DUTIES AND RESPONSIBILITIES:

- Processes materials.
- Oversees iPage/online ordering system
- Process mail distribution
- Orders supplies
- Stays up to date on industry standards and changes; participates in MVLC committee meetings
- Provides timely feedback to Assistant Director and Director on anything related to Tech Services, including iPage/ordering/processing/budget; alerts admin to problems
- Assists other staff members in tech services related tasks, troubleshoots



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- Oversees the smooth operation of the Tech Services department and all related processes, while reporting directly to admin
- Regularly deals with vendors and relevant MVLC staff members
- Recommends products and services to admin

The duties listed above are intended only as illustrations of the various types of work that the Division Head will perform. 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.

KNOWLEDGE, SKILLS, AND DESIRED ABILITIES:

Ability to meet people easily and get along well with others. Ability to express oneself clearly, concisely and pleasantly in the English language both orally, in person and over the phone, and in writing. Ability to handle minute detail and repetitive tasks. Accurate typing and word processing skills. Ability to learn new skills quickly. Ability to handle situations with tact, courtesy, initiative, resourcefulness, good judgment, and punctuality. Ability to work independently and with minimal supervision. Ability to work quickly and efficiently, meet deadlines and stay organized.

MINIMUM QUALIFICATIONS:

Must have a Bachelors degree. Coursework towards or a MLS will be given strong consideration. Previous library experience, 1-3 years. Demonstrated commitment to professional development is valuable.

PHYSICAL REQUIREMENTS:

While performing the essential functions of this job, the employee is regularly required to bend and stoop; stand and walk on a frequent basis; lift and/or move objects weighing up to 50 pounds; must be able to effectively communicate with the public. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE: FRIDAY SEPTEMBER 11, 2026

APPLICATION IS AVAILABLE ONLINE AT:

www.haverhillma.gov/government/job-opportunities

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2026-45

"The City of Haverhill is an AA/EEO/ADA Employer."