

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

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## **LIBRARY PAGE**

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(Announcement Number R-004-13)

Starting Salary: \$7.89 per hour – no benefits

Schedule: Up to 20 hrs/wk – may include evenings and weekends

**THE JOB:**

Performs simple, routine clerical and light manual work in the operation of a library. Duties include returning books to shelves and securing books for readers.

**MINIMUM**

**QUALIFICATIONS:**

Fourteen years of age or older and 1-3 years experience in a library environment; or any equivalent combination of experience and training.

**APPLICATION**

**PROCEDURES:**

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at City of Manchester website (Human Resources/Job Application Instructions) or in person at HR Dept. City Hall Annex.

**OFFICE HOURS:**

Monday through Friday, 8:00 AM to 5:00 PM

**OPENING DATE:**

January 1, 2013

**CLOSING DATE:** Open until filled

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*