

Town of Foxborough  
**JOB POSTING NOTICE**  
Human Resources Department

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**Position:** Library Assistant (Part-Time) - Adult Dept.

**Department:** Boyden Library

**Supervisor:** Kathleen Bell-Harney  
Coordinator, Adult Services

**Starting Salary:** \$15.48-19.28/hr.  
in six (6) steps (based on cumulative hours)

**Posting Date:** August 6, 2013

**Closing Date:** August 20, 2013

**Position Description:** The Boyden Library, Town of Foxborough, seeks applicants for the position of part-time Library Assistant-Adult Dept. Two positions are available.

- Provides direct service to the public at library circulation desks
- Checks materials in and out using computerized circulation system
- Registers new borrowers
- Collects fines and fees
- Answers telephone
- Provides basic library information
- Performs other related duties as required.

This position is an eighteen (18) hour per week part-time position. No benefits are included. The work week includes at least one evening per week until 8 p.m. and every other Saturday. Sunday hours are temporarily suspended.

**Qualifications:**

- High school diploma, minimum
- Public library experience preferred,
- Experience with automated library systems and personal computers desirable
- Ability to communicate effectively with library patrons of all ages

**Apply:** Application, resume, and a list of three (3) references must be submitted by Tuesday, August 20, 2013 to the Human Resources Director, Foxborough Town Hall, 40 South St., Foxborough, MA 02035 or [jobs@town.foxborough.ma.us](mailto:jobs@town.foxborough.ma.us). Applications are available at the Boyden Library (10 Bird St., Foxborough) or may be printed from the Town of Foxborough web page, Administration Dept.section: ([www.foxboroughma.gov](http://www.foxboroughma.gov)). Application form for ***Part-Time, less than 20 hrs. /wk*** must be used

The Town of Foxborough is an Equal Opportunity Employer & Affirmative Action Employer.