

Town of Foxborough
JOB POSTING NOTICE
Human Resources Department

Position: Library Assistant-Children's Dept.

Department: Boyden Library

Supervisor: Margi Rossetti
Supervisor, Children's Services

Starting Salary: \$15.48-19.28/hr.
in six (6) steps

Posting Date: April 8, 2013

Closing Date: April 19, 2013 (12 p.m.)

Position Description: The Boyden Library, Town of Foxborough seeks applicants for the position of Library Assistant-Children's Dept.:

- Performs circulation desk duties
- Conducts story-times
- Processes new library materials
- Provides basic reference and reader's advisory services
- Performs other related duties as required

This is a thirty (30) hour per week permanent part-time position with pro-rated benefits. The work week includes two (2) evenings until 8 p.m. and every other Saturday. Sunday hours are temporarily suspended. Benefits include paid vacation, sick leave, personal time and health insurance.

Qualifications:

- High school diploma, minimum
- Public or school library experience preferred, with knowledge of children's library materials desirable
- Experience with automated library systems and personal computers desirable
- Knowledge of digital technology applications in libraries
- Ability to communicate effectively with library patrons of all ages

Apply: Application, resume, and a list of three (3) references must be submitted by Friday, April 19, 2013(12 p.m.) to the Human Resources Director, Foxborough Town Hall, 40 South St., Foxborough, MA 02035 or jobs@town.foxborough.ma.us. Applications are available at the Boyden Library Children's Desk (16 Chestnut St., Suite 210, Foxborough) or may be printed from the Town of Foxborough web page, Administration Dept.section: (www.foxboroughma.gov).

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