

Town of Foxborough
JOB POSTING NOTICE
Human Resources Department

Position: Substitute Library Assistant

Department: Boyden Library

Supervisor: Jerry Cirillo, Library Director

Salary: \$15.48/hr.

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 Substitute Library Assistant. Two positions are available. The Substitute Library Assistant:

- Performs circulation desk duties at either Adult or Children's Public Service Desks
- Answers telephone, checks materials in and out, issues library cards, processes patron reserve requests, and provides basic library information
- Performs other related duties as required

Substitute Library Assistants provide public service desk coverage as needed to cover staff vacations, sick leave, etc. May work day, evening, or weekend hours. No benefits.

Qualifications:

- High school diploma, minimum
- Public or school 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 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 (16 Chestnut St., Suite 210, Foxboro), 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.