

Notice of Position Vacancy**Institution:** Boyden Library (Foxborough, MA)**Position:** Library Assistant – Circulation (Adult Dept.)**Duties / Description:**

- 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.

Hours/ Benefits: Thirty-five (35) hours per week. This is a permanent full-time position with full benefits. The workweek includes two evenings per week and a full day every other Saturday. Sunday hours are temporarily suspended. Benefits include paid vacation, sick leave, personal leave, and health insurance.

Qualifications:

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

Salary: \$15.02 per hour to \$18.71(effective July 1) per hour, in six (6) steps.

Closing Date: July 1, 2010

Submit: Employment application to:

Jerry M. Cirillo, Library Director
Boyden Library
10 Bird St.
Foxborough, MA 02035

Employment applications available at Boyden Library Circulation Desks