

**Avon Public Library
Part-time Circulation Assistant**

15+/- Hours per week
Evening and Saturday hours
\$12.51-\$13.76 in 7 steps-Personnel Board/No Benefits

DESCRIPTION:

Performs circulation desk duties including the following:

- Book Drop check-in procedures
- Receives In-Transit items
- Patron check-out
- Assists patrons with queries, Internet, Public Access Computers (PAC), copier and FAX machines
- Calls to Patrons informing them of HOLDS/Overdues.
- Book Processing including, but not limited to covering
- Registers new patrons
- Places/Removes Patron HOLDS
- Handles overdue fines and fees
- Oversees copier and printer materials
- Answers and directs phone calls.
- Answers "Ready Reference" questions
- Attends to designated "Revising" sections

QUALIFICATIONS:

Library experience preferred. Experience with Sirsi System a plus.
Exemplary customer service skill a must. Must be able to work with patrons of all ages.
Attention to detail and ability to multitask required. **Must** have working knowledge of PCs and peripherals.

Please send resume and application to:

Karen Johnson
Avon Public Library
280 West Main St.
Avon, MA 02322

Or call 508.583.0378 for more information

