

**BOARD OF SELECTMEN**

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**INTERM TOWN ADMINISTRATOR**

James P. Purcell

# Town of Avon Massachusetts



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TOWN OF AVON

2023 APR -4 A 9:47

TOWN CLERK

**JOB POSTING**

Library Part-Time Circulation Assistant  
Town of Avon, Massachusetts

The Town of Avon seeks qualified applicants for its Part-Time Circulation Assistant. Candidates must have a high school diploma, with an associate degree or higher and at least one year experience in a library, customer service, or clerical setting preferred. Performs activities at the circulation desk which include but are not limited to: checking library materials in and out, reserving and renewing library materials, collecting fines, issuing new library cards to borrowers, assisting patrons in searching and locating materials and with public computers and library related technology. Candidate must demonstrate excellent communications skills as position requires considerable interaction with the public. General office skills, to include Microsoft Office proficiency, are required. Experience with SirsiDynix System preferred. The work week is not to exceed 19 hours per week and will include some evenings and Saturdays. This is part-time, non-union position with no benefits. The hiring range is \$16.25 - \$16.91 per hour depending on experience. Send a letter of interest and employment application to Shanna Faro, Human Resources Coordinator, 65 East Main Street, Avon, MA 02322, or e-mail to [hr@avon-ma.gov](mailto:hr@avon-ma.gov). Position will remain open until filled.