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Town of Avon Massachusetts

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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's Degree or higher preferred and at least one year of experience working in a library setting. Performs activities at the circulation desk which include: checking library materials in and out, reserving and renewing library materials, collecting overdue fines, assisting patrons in searching and locating materials, and issuing new library cards to borrowers. 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 Sirsi System preferred. The work week is Tuesday and Thursday evenings and Saturday, not to exceed 19 hours per week. This is a part-time, non-union position with no benefits. Salary range is \$12.51 - \$13.76 per hour. Send an employment application to Shanna Faro, Human Resources Coordinator, 65 East Main Street, Avon, MA 02322 or apply directly at Town Hall by **July 6, 2018**. Employment applications are available online at www.avon-ma.gov.