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# Town of Avon Massachusetts

Town Offices  
Buckley Center 02322  
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## JOB POSTING Part-Time Children's Library Assistant Avon Public Library Town of Avon, Massachusetts

The Town of Avon seeks qualified applicants for its part-time Children's Library Assistant. Candidates must have an associate's degree or higher with a degree related to child development preferred and experience working in a library setting. Performs duties specific to the Children's Department including, but not limited to, leading story times, assisting with special events or programs, outreach, creating displays, flyers, bookmarks, electronic e-mail blasts, and social media promotions. Also 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 enjoy working with children and 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 19 hours per week, including some evenings and Saturdays. This is a part-time, non-union position with no benefits. Salary range is \$12.51 - \$13.76 per hour. Send an Employment Application, letter of interest and resume to Shanna Faro, Human Resources Coordinator, 65 East Main Street, Avon, MA 02322 or e-mail [sfaro@avon-ma.gov](mailto:sfaro@avon-ma.gov) by August 24, 2018.

The Town of Avon is an Affirmative Action, Equal Opportunity Employer.