

**Town of Sudbury  
Goodnow Library  
Office Supervisor  
30 Hours Per Week**

The Goodnow Library is seeking an enthusiastic, organized, tech savvy individual to manage its busy Business Office. The ideal candidate is unflappable and flexible enough to handle anything that might come their way. You'll be a strong and reliable support to library wide operations and keep things running smoothly. You'll be comfortable managing all aspects of your job both in person and remotely, but this position is predominantly in-person.

Goodnow Library is committed to advocating for diversity, equity, inclusion and justice in all spaces, starting with our workplace. We are taking steps to increase the diversity and inclusion within Goodnow. A collaborative space of individuals with multifaceted backgrounds, experiences and opinions offers the best service to our patrons. We recognize there is work to be done. We'd like you to be a part of it.

**Salary:** Starting at \$27.08/hr.

**Closing Date:** Resumes received by November 4, 2022 will receive priority.

**Send:** Please submit cover letter and resume to Esmé Green by email to: [greenes@sudbury.ma.us](mailto:greenes@sudbury.ma.us)

AA/EOE

See complete job description below.