



**Town of Billerica
Job Opening**

Title: Assistant Library Director

Date: October 2021

Grade Level: Grade 7, SEIU Local 888

Department: Library

Job Description: Due to a recent promotion, the Town of Billerica seeks qualified applicants for the position of Assistant Library Director. The Assistant Library Director plays an integral part in library operations working closely with the Library Director and serving as the head of the reference department.

Duties:

- Assists the Library Director in the development and implementation of short and long-term goals and objectives, staff training programs, and the library's operating budget.
- Serves as Supervisor of Reference Services and manages the daily operations of the reference department.
- Facilitates access to library materials in all available formats and provides expert guidance to patrons of all ages requesting information or on-the-spot assistance with technology.
- Oversees the adult volunteer program.
- Participates in the library's adult programming initiatives.
- Supports collection development of the library's collections as assigned, including managing and developing the library's e-resources.
- Responsible for general appearance of all public areas on the second floor.
- Develops policies for the library in conjunction with the Library Director and Library Board of Trustees through regular meetings.
- Serves on the Billerica Public Library Foundation Board and as liaison to the Family Friends of the Billerica Public Library.
- Represents the library at consortium and regional and state professional meetings.
- Coordinates weekly, Sunday, and Summer Saturday desk schedules for all departments; covers gaps at service desks.
- Acts as the Director during his/her absence.
- Performs similar or related work as required, directed or as situation dictates.

Qualifications: Master's Degree in Library Science from an ALA accredited school; three to five (3-5) years of experience in a library; or an equivalent and relevant combination of education, training and experience.

Salary: \$81,886.63/year - \$96,755.95/year in 5 steps with full benefits package.

Schedule: 37.5-hour work week includes one evening, every other Saturday, and one Sunday per month.

Apply to:

Joe St. Germain, Library Director
Billerica Public Library
15 Concord Road
Billerica, MA 01821
jstgermain@billericalibrary.org

Please include cover letter, resume, and three references (PDF format preferred if submitting electronically).

Available: November 2021

Deadline for applications: Open until filled.

The Town of Billerica is an Affirmative Action/Equal Opportunity Employer